

One Day Temporary Alcohol license

Applicant: Karen Hasenfus
DBA: Larz Anderson Auto Museum
Location: 15 Newton Street

Application Details:

A Temporary All Alcohol Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, August 12, 2021 for Corporate Summer Party from 11:00AM – 4:00PM at 15 Newton Street.

Report:

Police Department (Approved)



MARK P. MORGAN
ACTING CHIEF OF POLICE

BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 25 July 2021

RE: All Alcohol Beverages – One Day Permit – Non-Sales – 8/12/2021
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for All Alcohol Beverages for a Corporate Summer Party to be held on Thursday, August 12th 2021, from 11:00 AM to 4:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 200 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by HIVE Events, (617) 335-2086, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,
Lt. Michael P. Murphy #31



Public Safety Building, 350 Washington Street, Brookline, Massachusetts 02445
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police
FROM: Melvin Kleckner, Town Administrator
RE: Temporary - One Day Alcohol License
DATE: July 23, 2021

May we please have a report on the attached request for:

A Temporary All Alcohol Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, August 12, 2021 for Corporate Summer Party from 11:00AM – 4:00PM at 15 Newton Street.

This application will go before the Board on **August 3, 2021**. May we please have the report no later than **July 26, 2021**.

Thank you.

**TOWN OF BROOKLINE
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON
TOWN PROPERTY (NON SALES /ALL KINDS)**

Date July 23, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Corporate Summer Party
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum
(Name of Person or Organization)

15 Newton Street , Brookline MA 02445
(Address of Person or Organization)

On the 12th day of August, 2021

Between the hours of 11:00 AM—4:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

6 cases each wine and beer and 5 bottles each other types

2) What is the maximum number of people to attend? 200

3) What is the age group of people to attend? 40

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

6.A.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided HIVE Events (617-335-2086)

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol0trelated incidents or occurrences a liquor liability policy naming the Town as an additional insured.

By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.



Signature

Karen H Hasenfus
Name Printed

Operations and Events Manager
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445
Address

(617) 522-6547
Telephone number(s)

khasenfus@larzanderson.org
Email address(es)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/22/21

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cohen-Miles Insurance Agcy Inc 375 Concord Ave, Ste 005 Belmont, MA 02478-3045	CONTACT NAME: PHONE (A/C, No, Ext): 617-489-1213 FAX (A/C, No): 617-489-0151 E-MAIL ADDRESS: info@cohenmiles.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Hudson Ins Co</td> <td></td> </tr> <tr> <td>INSURER B: Norfolk & Dedham</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hudson Ins Co		INSURER B: Norfolk & Dedham		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Hudson Ins Co															
INSURER B: Norfolk & Dedham															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED HIVE LLC Alexis Davis 84 Southbourne Road Jamaica Plain, MA 02130															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			HBD10028690	09/18/20	09/18/21	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						91765820A 08/22/21 08/22/22 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			70679A170ALI	09/18/20	09/18/21	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WE183122A	01/13/21	01/13/22	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Larz Anderson Auto Museum is an additional insured

CERTIFICATE HOLDER

CANCELLATION

Larz Anderson Auto Museum Brookline, MA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.1

For coursework completed on May 31, 2021
provided by Health Communications, Inc.

is hereby granted to:

Alexis Davis

Certification to be sent to:

Hive, LLC

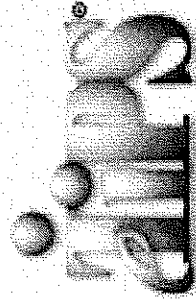
15 Lochdale Road

Jamaica Plain MA, 02130 USA

HC

HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be furnished to you.



One Day Temporary Alcohol license

Applicant: Karen Hasenfus
DBA: Larz Anderson Auto Museum
Location: 15 Newton Street

Application Details:

A Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, August 26, 2021 for Trustees Picnic from 5:00PM – 9:00PM at 15 Newton Street.

Report:

Police Department (Approved)



MARK P. MORGAN
ACTING CHIEF OF POLICE

BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 25 July 2021

RE: Wine and Malt – One Day Permit – Non-Sales – 8/26/2021
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for Wine & Malt beverages for a Trustee Picnic to be held on Thursday, August 26th 2021, from 5:00 PM to 9:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 60 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Cocktail Bar Staff, (617) 590-3453, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,
Lt. Michael P. Murphy #31



Public Safety Building, 350 Washington Street, Brookline, Massachusetts 02445
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police
FROM: Melvin Kleckner, Town Administrator
RE: Temporary - One Day Alcohol License
DATE: July 19, 2021

May we please have a report on the attached request for:

A Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, August 26, 2021 for Trustees Picnic from 5:00PM – 9:00PM at 15 Newton Street

This application will go before the Board on **August 3, 2021**. May we please have the report no later than **July 26, 2021**.

Thank you.

**TOWN OF BROOKLINE
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON
TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date July 17, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Trustees Picnic
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum
(Name of Person or Organization)

15 Newton Street, Brookline MA 02445
(Address of Person or Organization)

On the 26th day of August, 2021

Between the hours of 5:00 PM—9:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

NOTE: If the answer to Questions 4, 5, 6-or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

2 cases each wine and beer

2) What is the maximum number of people to attend? 60

3) What is the age group of people to attend? 50

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO



Signature

Karen H Hasenfus
Name Printed

Operations and Events Manager
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445
Address

(617) 522-6547
Telephone number(s)

khasenfus@larzanderson.org
Email address(es)

6.B.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Cocktail Bar Staff 617-590-3453

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.

By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kaplansky Insurance 253 Washington St Weymouth MA 02188		CONTACT NAME: PHONE (A/C, No, Ext): 781-331-5200 FAX (A/C, No): 781-340-1817 E-MAIL ADDRESS: certificates@kaplansky.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Mount Vernon Fire Insurance Company	
INSURED Cocktails, LLC c/o Jim Dentremont 5 Nanset Rd Weymouth MA 02191		INSURER B : USLI -United States Liability Insurance	
		INSURER C : Mapfre Commerce Insurance Company	34754
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 781747906

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR ** See Below GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 2010506	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BDQC09	11/20/2020	11/20/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			XL 2560409	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 Prod/CO Agg \$ 1,000,000 PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			LQ1003596	3/7/2021	3/7/2022	Per Person Limit 1,000,000 Per Accident Limit 1,000,000 Aggregate Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Contractual Liability per general liability form CG0001 1207, liquor liability form CG0033 1207, LQ355MA 0710 and excess liability form XL MA 0720.

Classification limitation per L-232s 0905. Excess policy is excess over general liability only.

Liquor Liability Assault or Battery Sublimit per LQ357 0415:

Per Person \$1,000,000

Per Accident \$2,000,000

Operations: Catering and Bartending Services

See Attached...

CERTIFICATE HOLDER

CANCELLATION

Town of Brookline 333 Washington Street Brookline MA 02445	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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6.B.

AGENCY CUSTOMER ID: COCKLLC-01

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Kaplansky Insurance		NAMED INSURED Cocktails, LLC c/o Jim Dentremont 5 Nanset Rd Weymouth MA 02191	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Certificate holder is included as an additional insured as respects general liability if required by written agreement with the insured per company form L-723 0209.

Certificate holder is included as additional insured with a waiver of subrogation as respects auto liability if required by written agreement with the insured per policy form CIC957 1006.

Re: For an event to take place at the Larz Anderson Auto Museum on Thursday, August 26, 2021.



eTIPS On Premise 3.1

CERTIFIED

Issued: 3/7/2021

Expires: 3/7/2024

ID#: 5436463

Brendan Bonn
12 James St
Plainville, MA 02762-2105

For service visit us online at www.gettips.com



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Clinical Social Worker II Grade: T 627
2. Department: COA Division: _____
3. Position Control #: 540000012 Prior Incumbent: Katherine L. Jovin
 - a. Reason for Leaving: Resignation
4. Budgetary Information:

Department Code: 54105410 Budget Code: 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund
6. Employment Type:

☒ Full-Time: # of hours/week: 37.5 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) _____/_____/_____
7. Method of Fill:

☐ Promotion – To be Posted Internally from: _____/_____/_____ to _____/_____/_____

☒ New Hire ☐ Transfer – Please explain: _____
8. List the top three essential functions of this position:
 1. Provides counseling to older adults and their families.
 2. Assesses needs and implements plan to keep older adults independent.
 3. Provides resources and support to older adults and their families.
9. I have considered the following alternatives to filling this position:

n/a

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

This position is critical and provides essential services for the Council on Aging.

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: _____	Date: _____
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

Ruthann Dobek

From: Katherine Jovin
Sent: Monday, July 26, 2021 11:41 AM
To: Ruthann Dobek
Subject: Planning for the future

Dear Ruthann,

I apologize for not meeting in person, but I wanted to give ample lead time. I will be resigning from the Council on Aging, with my last day falling on Friday, September 3, 2021. I'm giving notice now so that I can start preparing my clients for termination, keeping in mind the time I will be taking off in August for my wedding. I want to thank you for all of the opportunities you have given me in my time at the COA, and I will remain a devoted friend of the Senior Center even as I move on to my next chapter.

Gratefully,

Kate

Kate Jovin, LCSW
Clinical Social Worker, Outreach
Brookline Council on Aging
93 Winchester Street
Brookline, MA 02446

pronouns: she/they
email: kjovin@brooklinema.gov
phone: (617) 730-2751
fax: (617) 730-2761

The Brookline Senior Center is now open to the public. Please call (617) 730-2770 for up-to-date information on programming and partnerships.

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CLINICAL SOCIAL WORKER II

Grade T-03

Position Purpose:

The purpose of this position is to provide administrative, supervisory and clinical casework services to the senior citizens of Brookline. Provides outreach and home-based clinical and case management services, makes appropriate referrals and offers assistance with social, medical, legal and financial services. The incumbent performs all other related work as required

Supervision:

Supervision Scope: Performs highly responsible functions requiring a high level of initiative and judgment in providing assistance and making referrals to senior citizens.

Supervision Received: Works under the general supervision of the Supervisor of Services. Meets regularly with the Supervisor of Services to discuss cases. Confers with his/her supervisor when unusual situations arise.

Supervision Given: Has day-to-day supervisory responsibility for Clinical Social Worker I employees and for volunteers. Responsibility involves providing assistance and direction to the Clinical Social Worker I employees and volunteers, but does not extend to hiring, firing and disciplining employees.

Job Environment:

Some work is performed under typical office conditions; home visits require travel and exposure to various weather conditions. During home visits incumbent may have exposure to communicable diseases and other health and safety risks.

Operates automobile, computers, printers, telephone, and other standard office equipment.

Has frequent contact with recipients of services, health care providers, community agencies, nursing homes, retirement communities, assisted living facilities, various social welfare agencies, landlords, attorneys, clergy, volunteers, the general public and other town departments. Contacts involve discussing the needs of the service recipient.

Has access to confidential information regarding service recipients.

Errors could result in reduced levels of service to the community.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Provides direction to and oversees the Clinical Social Worker I employees. Has supervisory responsibility for volunteers that assist the Clinical Social Workers.

Compiles and prepares manually and by computer various reports.

Town of Brookline, MA
Clinical Social Worker II
1

6.D.

Provides outreach and home-based clinical and case management services to help elderly clients to remain in their own homes. Makes appropriate referrals to meet client's needs.

Responsible for ensuring that the Resource Book contains accurate and current information relating to local and state resources for clients and other community members. Regularly updates the Resource Book.

Provides information and referral services to elderly clients, families and long-distance caregivers.

Conducts psychosocial and situational assessments to identify problems, eligibility for assistance and need for services. Develops service plan with clients to address goals and resolve problems.

Provides crisis intervention and short-term counseling to clients, their families and caregivers.

Monitors and provides support to clients who may be depressed or experiencing other mental health issues.

Investigates referrals regarding elders at risk, elder abuse or self-neglect. Works closely with state and local agencies regarding mandated reporting of elder abuse.

Coordinates client care with other service providers and monitors care provided to clients. Communicates with other professionals and volunteers to coordinate meeting client needs.

Serves as liaison with community agencies and as an advocate for elderly clients within health care and other systems.

Responds appropriately to client's concrete needs such as housing, medical, financial, and legal issues. Helps clients with housing problems through the exploration of appropriate options. Assists with appropriate placement in assisted living facilities and nursing homes. Offer guidance in identifying alternative housing options and facilitate transitions for elderly clients.

Participates in interagency case presentations and meetings to facilitate coordination of services to elders at risk.

Organizes and facilitates support groups pertaining to a particular need or concern of the elderly.

Maintains confidential client records and reports.

Attends relevant workshops and in-service activities to keep current in the field and maintain professional licensure.

Opens, closes, and secures the department building as needed.

Performs similar or related work as required, directed or as situation dictates.

*Town of Brookline, MA
Clinical Social Worker II
2*

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's in Social Work required with expertise in Gerontology and two years related experience; L.C.S.W. within 6 months of employment required.

Knowledge, Ability and Skill:

Knowledge: Knowledge of services and resources available to the elderly. Knowledge of related state and federal laws and regulations. Knowledge of database applications.

Ability: Ability to work with individuals, families and community agencies. Ability to work with elderly clients who are resistant or angry. Ability to coordinate and monitor client care. Ability to compile various computerized reports.

Skill: Strong supervisory skills. Good clinical casework and counseling skills. Must have crisis intervention skills. Skill in all of the above listed technology, tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at, or correctable to normal ranges is necessary. Must be able to drive an automobile. Must be able to access client's homes, including climbing stairs when necessary. Must be able to communicate verbally. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Administrative Assistant Grade: C-08

2. Department: Town Clerk Division: _____

3. Position Control #: 162000003 Prior Incumbent: Chris Tisbert

a. Reason for Leaving: Moving out of state

4. Budgetary Information:

Department Code: C A Budget Code: 16201610 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 37.50 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) _____ / _____ / _____

7. Method of Fill:

☒ Promotion – To be Posted Internally from: _____ / _____ / _____ to _____ / _____ / _____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Administrative and customer service work in the operations of the Town Clerk's office

2. Responds to public inquiries and provides information pertaining to Town Clerk services

3. Performs supervisory administrative work for the clerical staff

9. I have considered the following alternatives to filling this position:

There are no acceptable alternatives to filling this position.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Administrative Assistant

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:



Date:

8/21/21

Human Resources Director:

Date:

Town Administrator:

Date:

14. Approvals:

Date on BOS Agenda: _____

Date Approved: _____

15. Notes:

6.E.

Terms

Position: Admin assistant

Location: Town Clerk

Grade: C-08/**Union:** AFSCME MAIN/**Exempt:** Yes

Last Revised: 03/10/2020

PRIMARY PURPOSE

Administrative and customer service duties overseeing the daily administrative operations of the Town Clerk's office; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Performs supervisory administrative duties for the Town Clerk's Office in collaboration with the Assistant Town Clerk.

Prepares and enters payroll information; prepares and maintains records of purchase orders; orders, receives and processes payments for materials and supplies.

Responds to inquiries from the public and provides information pertaining to Town Clerk services; answers telephones and directs calls and complaints to appropriate personnel.

Maintains records of leave taken, weekly payroll; prepares reports and updates personnel information; oversees the work of Town Clerk office staff; works with the Principal Clerk in coordinating and implementing staff work plans.

Coordinates computer network and telecommunications services for the division; acts as liaison to the Information Services Department.

Performs similar or related work as directed, required, or as situation dictates.

SUPERVISION

Scope: Works under the general supervision of the Town Clerk, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; work is assigned, reviewed and approved on a regular basis.

Supervision Received: Works under the general direction of the Town Clerk and the Assistant Town Clerk; resolves problems of other staff generally seeking guidance only in situations regarding policy or new procedures.

Supervision Given: Oversees administrative supervision and daily work assignments of clerical employees in the Town Clerk office.

WORK ENVIRONMENT

*Brookline, Massachusetts
Administrative Assistant - Town Clerk*

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6.E.

Work is performed under typical busy office conditions; noise level is moderate. Employee may be required to attend occasional evening meetings. Employee is required to work after normal office hours.

The employee operates standard office equipment, including computer systems and devices, printers, copiers, facsimile machines and other office equipment.

The employee has frequent contact with the general public and other town departments to coordinate.

Contacts require courtesy, discretion and tact in providing information and solving problems. Resolves the more difficult customer service requests. Communicates by telephone, personal discussion, by written correspondence and email.

Has access to some confidential information that is administered by the office; communications content frequently pertain to public information, managerial and administrative actions. The information managed requires the application of appropriate judgment, discretion, and professional office protocols and State law.

Errors could result in delay in service, considerable monetary loss, or legal consequences to the Town.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; Associate's degree preferred; three years of office experience; municipal experience preferred; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of office practices and procedures; knowledge of basic bookkeeping and/or accounting procedures; knowledge of Division's operations and services.

Ability to work independently, organize time and accomplish tasks with accuracy and attention to detail; ability to communicate effectively with the public verbally and in writing ability to learn and understand public meeting legal requirements.

Skills: Interpersonal skills; computer skills, including word processing, spreadsheets and graphic applications; typing and office skills; organizational skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform duties; ability to sit, speak and hear and operate office equipment; vision requirements include the ability to read documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the

*Brookline, Massachusetts
Administrative Assistant - Town Clerk*

6.E.

needs of the employer and requirements of the job change.

*Brookline, Massachusetts
Administrative Assistant - Town Clerk
3*



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Principal Office Assistant Grade: C-08

2. Department: Assessor Division: _____

3. Position Control #: 157000008 Prior Incumbent: Jeiny Tisbert

a. Reason for Leaving: Moving out of state

4. Budgetary Information:

Department Code: F A Budget Code: 15001570 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 37.50 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☒ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Performs administrative work to process real estate and motor vehicle excise taxes
2. Supervises temporary clerical personnel or senior tax-work off volunteers.
3. Administrative work in support of the Assessing Office

9. I have considered the following alternatives to filling this position:

There are no acceptable alternatives to filling this position.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: _____

Date: _____

Human Resources Director: _____

Date: _____

Town Administrator: _____

Date: _____

14. Approvals:

Date on BOS Agenda: _____

Date Approved: _____

15. Notes:

PRINCIPAL OFFICE ASSISTANT
ASSESSORS, FINANCE DEPARTMENT

Position Purpose:

The purpose of this position is to perform clerical and administrative work to process real estate and motor vehicle excise taxes. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and practicesmethods. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responds to requests for routine information in person, by telephone, ~~and~~ fax, and email; receives and distributes mail.

Reviews excise tax mail, makes adjustments and notes, makes address corrections and contacts the Registry of Motor Vehicles (RMV) if necessary.

Works with the Lease Company excise tax bills, adjusts bills and follows up with questions, if needed.

Mail out new real estate owner information packets paperwork and process related paperwork. Review all rRequest for information needed for residential exemption applications.

Make address changes and add notes in the real estate assessment database, as needed.

Prepare monthly excise abatement reports and distribute to Collector's and Comptroller's Office.

Prepare computerized and manual excise tax warrants and real estate and personal property warrants.

Copy and distribute abatements and denials, update abatement and exemption log books.

Schedule appointments for real estate inspections for assessing field staff.

Performs similar or related work as required, directed or as situation dictates.

Supervision:

Complexity: Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to interpret guidelines, policies, procedures and practices.

Independent Action: Works under general direction of the Chief Assessor or Deputy Chief Assessor in accordance with established ~~practices~~methods and procedures; duties require considerable attention to detail, accuracy and the exercise of judgment to carry out operations; results are reviewed by the Chief Assessor or Deputy Chief Assessor.

Supervisory Responsibility: ~~None.~~ Supervises temporary clerical personnel or senior tax-work off volunteers.

Work Environment:

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment.

Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.

Makes frequent contact with the public, other town departments, Registry of Motor Vehicles and Lease Car Companies.

Employee has access to departmental confidential information such as legal issues.

Errors could result in delay or loss of service, possible monetary loss and possible legal ramifications.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma required. Associates degree in business preferred; plus at least two years of office experience, including experience in dealing with the public; or any equivalent combination of education, training, and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of office practices and procedures; knowledge of Massachusetts General Law Ch 60A regarding motor vehicle excise. Knowledge of the Registry of Motor Vehicle processes. Knowledge of Statutory Exemptions for real estate taxes and their requirements for the public.

Ability: Ability to organize time and accomplish tasks with accuracy and attention to detail; ability to work independently; ability to communicate effectively with the public; ability to utilize personal computers and popular word processing and spreadsheet applications.

Skill: Expertise and skill in utilizing personal computers, popular word processing and spreadsheet applications. Strong analytical skills. Excellent customer service and interpersonal skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Towards Pedestrian-Friendly Lighting in Brookline: Report and Recommendations of the Select Board's Pedestrian-Friendly Lighting Committee

Submitted to the Select Board July 23, 2021

This report is dedicated to the memory of Frank Caro, who proposed the Warrant Article that led to this Committee's creation, chaired the Committee for most of its work, and was the lead author of this report until his death.

Frank was a tireless and quietly persistent advocate for pedestrians in Brookline. We are all better off because of his contributions to our Town.



2019-2020 Committee Members

Frank Caro, Chair

Jean Doherty, Jesse Hefter

Adelaide Ketchum, Jennifer Pieszak

Staff: Peter Ditto, Kevin Johnson, Todd Kirrane

*Completion of this report in 2021 facilitated by David Trevvett,
working with Jennifer Pieszak and Jesse Hefter
Contact: detrevvett@gmail.com*

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Executive Summary

Formed in July 2019 by the Brookline Select Board, the Pedestrian Friendly Lighting Committee was charged to study and prepare a plan for the Town of Brookline to implement pedestrian-friendly lighting along sidewalks with, or leading to, extensive pedestrian activity. The plan presented here amplifies the mandate in Brookline's Complete Streets policy¹ which states that "Sidewalks and crosswalks should be adequately lit." This report documents policies, strategies, and actions to achieve that goal.

Most current lighting along Brookline streets has been designed primarily to illuminate vehicle roadways rather than sidewalks. But the lighting needs of drivers are not the same as those of pedestrians. The latter need even, glare-free lighting that enables them to see where they are walking, avoid potential hazards such as uneven pavement, obstructions, or treacherous icy paths, and to recognize other, approaching pedestrians. Pedestrians also need to be visible to others such as drivers and cyclists, especially when they are entering and using crosswalks.

In contrast to roadway lighting, which employs brighter lighting fixtures on taller poles widely spaced along the street, better pedestrian lighting typically utilizes poles that are lower, spaced closer together, with fixtures that direct even, lower-level illumination along sidewalks without sending light into undesired directions, such as into nearby homes. Effective pedestrian lighting enhances the night-time experience of Brookline's streets, which is important not only for residents but also for local businesses.² The Town already has some pedestrian-scale lighting, as noted in this report, but most of Brookline does not. And despite laudable efforts by Town departments over the years to address pedestrian lighting needs in certain areas, even some existing pedestrian-scale installations do not fully follow current best lighting design practices.

The high cost of new street lighting, especially in stand-alone projects, has been a major barrier to wide implementation of pedestrian-friendly lighting. As a result, establishing a long-term program with clear goals, priorities, and appropriate oversight, with an emphasis on opportunistically leveraging the funding for large scale street and building projects, is essential.

The Committee therefore proposes that Brookline formally adopt and commit to a long-term goal of extending the implementation of pedestrian-friendly street lighting so that it serves

- (a) all commercial areas, including routes within and between those areas,**
- (b) important routes for walking as a means of transportation,**
- (d) densely developed residential areas that surround commercial areas,**
- (e) routes to important destinations outside these areas, and**
- (f) approaches to public transportation,**

with an overall emphasis on North Brookline due to the higher population density and proximity to subway and bus lines.

¹ <https://www.brooklinema.gov/DocumentCenter/View/10212/Brookline-Complete-Streets-Policy-and-Record-of-Vote-PDF>

² As Frank Caro wrote, "Commercial areas thrive on the presence of pedestrians."

8.A.

The Committee has identified and proposes the following specific steps to help ensure that such a long-term goal is achievable:

- Create an annual line item in the Department of Public Works (DPW) Capital Improvement Program (CIP) budget specifically for incremental pedestrian lighting improvements;
- Take an opportunistic approach that leverages project funding and construction near areas needing better pedestrian lighting (such as the approaching Washington Street redesign), or leverages existing infrastructure components in creative ways;
- Commit the Town to ensuring that improvements to pedestrian lighting are automatically included within the scope of planning, funding, and execution for every large-scale street reconstruction project;
- Ensure that professional lighting designers with experience in exterior lighting are engaged during the design process for each street reconstruction or rehabilitation project;
- Develop, with the assistance of professional exterior lighting designers, a comprehensive “Lighting Master Plan” for Brookline. This Plan should clearly articulate what constitutes effective pedestrian lighting, should be incorporated into standard Town practices, should adhere to the latest national standards and guidelines, and should stay up to date on emerging technologies and design strategies. A lighting master plan would help prioritize specific Town areas in need of resources so that limited funds can be used wisely with a tool-kit of state-of-the-art lighting approaches.
- Designate a Town board or committee with responsibility for long-term stewardship and oversight of the pedestrian lighting program; and
- Commit to better coordination among Town departments, in particular in connection with the long-term dangers that the shadows and heaves from the Town’s street trees pose to pedestrian safety and facilitation on Brookline sidewalks.

The body of this report also includes other suggestions, such as possibly creating “neighborhood lighting improvement districts,” where self-taxation might help fund improvements. In addition, there are specific areas where today the dark sidewalks are hazardous and require more immediate attention. An example is Winchester Street near the Senior Center, which often hosts evening events. Even after numerous requests and complaints³, and discussion with DPW Engineering during this Committee’s meetings, a recent street reconstruction project did not make adjustments to the project scope to include pedestrian lighting improvements. Whether this was a timing issue or a lack of funding, there seems to be no current means of addressing known deficiencies in the lighting of sidewalks or

³ In 2015 and 2016, Frank Caro organized members of BrooklineCAN’s Livable Community Advocacy Committee to check night-time sidewalk lighting on a number of Brookline streets and report findings to DPW. In 2018 Frank pressed the Town specifically regarding Winchester Street. The Town responded by pruning the trees along the street in Fall 2018, but subsequent inspections confirmed that the pruning had not solved the dark sidewalks problem.

8.A.

crosswalks. The lighting-specific CIP budget line recommended above can help the Town address such localized, high priority needs.

Apart from Winchester Street and upcoming major street or building construction projects, several areas should receive priority focus should funding for stand-alone pedestrian lighting projects be obtained. Because of its population density and subsequent high level of pedestrian activity, the Committee focused on key North Brookline corridors where the existing lighting does not consistently support the intense level of pedestrian activity, in particular:

- The gaps on Beacon Street *between* the currently lighted commercial areas in St Mary's, Coolidge Corner, and Washington Square. Some portions of these gap areas evidently have underground conduit already installed, negating the need for costly trenching and pavement repair to lower future installation costs.
- Those portions of Longwood Avenue, from the Riverway to Harvard Street, on which sidewalks are not sufficiently illuminated by existing lighting installations.

As with parts of Longwood Avenue, there are other Brookline streets which do not have street trees casting shadows onto sidewalks, and for which the existing "highway-style" lighting can provide sufficient illumination of sidewalks and crosswalks for pedestrian safety. On these streets, improvements to reduce such problems as glare and light emitted in unwanted directions, and to make walking a more pleasant experience, can be deferred until later.

Preparation is now underway for street improvements for most of Washington Street. Expanded pedestrian-scale lighting should not only be included in the scope of those plans, but should reflect the best current knowledge and practices of effective lighting to ensure this project is truly successful at addressing the concerns of both pedestrians and residential abutters where light trespass would be detrimental. Given the diversity of buildings and environments along Washington Street (commercial areas, single-family residences, medical buildings, apartment buildings), proper attention must be given to ensuring appropriate and effective lighting design for each area. Instead, a single fixture type seems to have been designated for the entire length of Washington Street.⁴ Effective lighting is not necessarily more expensive: the "historic" acorn luminaires (light fixtures) and poles used in Brookline recently can actually be three times as expensive as more effective modern lighting such as the installations being implemented for the Cypress Field perimeter walkways and those installed at the Florida Ruffin Ridley School.

Similarly, the Boylston Street Corridor Study Committee is considering multiple concepts for re-imagining this corridor in ways that facilitate and welcome uses other than motor vehicles, including pedestrians, bicyclists, and commercial enterprises. Pedestrian-friendly lighting can be an essential and important contributor to these new visions of the street.

⁴ See text in first page of Appendix F, from a presentation by DPW Engineering to this Committee.

8.A.

Concurrently, the Department of Public Works (DPW) has recently unveiled a comprehensive assessment of the Town's network of streets and sidewalks, with initial estimates of the costs associated with maintaining and improving these portions of the Town's critical infrastructure. The focus, however, was only on pavement surfaces, and overlooked the fact that appropriate, well-designed lighting is a key component of the usability of those surfaces. Lighting needs to be incorporated as these plans move forward.

Brookline's existing Complete Streets Policy has served to inform and help prioritize key aspects of public way improvements over the past five years. The recommendations of this report, if adopted by the Town and more explicitly incorporated into its conception of "Complete Streets," will provide important and necessary guidance for future projects and investments.

Implementing effective pedestrian-friendly street lighting in Brookline must be thought of as an endeavor that will likely unfold over decades, not just months or years. All the more reason to establish appropriate policies, goals, direction, and governance now.



Figure 1 Uneven lighting at the Harvard-Fuller Intersection

Well-lighted commercial areas are wonderful for the Town. But if the streets leading to those areas are dark, if the street crossings are not well lighted, many residents (especially older ones) may choose to drive there rather than walk. Or simply not venture out at all.

Is that what we want for Brookline?

Introduction

The Select Board's Pedestrian-Friendly Lighting Committee was appointed in 2019 and met six times from November 2019 until April 2020. Details of the committee's creation and charge will be found in Appendix B, and the conduct of its work in Appendix E.

While an early draft report had been developed by the time of the Committee's last meeting in April 2020, the committee's work was substantially interrupted by the restrictions of the Covid-19 pandemic. When its chair and primary report author, Frank Caro, unexpectedly passed away in early October 2020, the work of the Committee was left in limbo.

Given the importance of this work to pedestrian safety and facilitation, David Trevvett (current chair of the Pedestrian Advisory Committee) committed to Bernard Greene, Select Board Chair at the time, that he would assist in getting the final report of the Committee completed and submitted. Beginning in February 2021, he and the two remaining members of the Pedestrian-Friendly Lighting Committee, Jennifer Pieszak and Jesse Hefter, have worked to complete and finalize this report to the extent possible.

Given the unexpected events cited above, some areas of the Committee's work and some portions of this report remain incomplete. Nevertheless, this report serves to highlight key issues and to provide specific recommendations for progress, some of which should be implemented as soon as possible, before events close the golden opportunity represented by upcoming projects such as Washington Street.

Lighting that Pedestrians Need vs. Lighting Available in Brookline

Pedestrian Lighting Needs. Pedestrians want to be able to walk safely at night, to see where they are travelling and to recognize objects that they encounter as they walk. They need good “horizontal illuminance” to be able to see the surface on which they are walking including the sidewalk itself, curbs, tree pits, and various potential trip hazards such as irregularities in the sidewalk surface, and stationary objects on sidewalks such as tree branches. They need to see puddles of water; in the winter, they need to see ice patches. Pedestrians also need good “vertical illuminance” to be able to see people who are approaching them on the sidewalk or adjacent to the sidewalk, and moving objects such as bicycles. Pedestrians want to be able to distinguish between those who may be a threat to their safety and those whose presence is non-threatening. Pedestrians also need to be visible to others, especially to motorists and cyclists when the pedestrians are crossing streets or about to enter a crosswalk.

Brookline’s Dominant Street Lighting Style. Most lighting in the Town’s public right of way was designed to provide lighting over roadways for safe navigation by vehicular traffic. For this purpose, lights have been placed on utility poles that are 20-24 feet high. Typically, the utility poles are 150 feet apart.

Pedestrians walking on sidewalks are typically not well served by this style of lighting. Roadway lighting design recommendations are less uniform than requirements designed for pedestrian walkways. In the past, illumination of sidewalks was secondary to the goal of providing illumination for cars, and the result is often uneven, dim lighting farther away from the light sources, as on sidewalks. Consider the western stretches of Beacon Street, where almost all lighting is installed in the median, with no lighting provided close to sidewalks on either side of the street.



Figure 2 Pleasant Street, “Cobra” fixture over roadway on tall pole

Furthermore, the design and brightness of current roadway lighting used in Brookline can produce glare that interferes with the ability of pedestrians to see objects and hazards. The effectiveness of roadway lighting in illuminating sidewalks in Brookline is also often affected adversely by mature street trees whose canopy obstructs the distribution of the light to the sidewalk.

There is unavoidable irony in the fact that Brookline provides better street lighting for vehicles that have their own lighting — headlights — than for pedestrians who don’t.

Pedestrian-Friendly Lighting. The goal of pedestrian-friendly lighting is to provide even illumination on the walking surfaces, increased illumination levels at crosswalks which are points of pedestrian/vehicular conflict, good vertical illumination for personal reassurance, and

an enhanced night-time experience. Even illumination on walking surfaces is important to distinguish level pavement versus tripping hazards.

In contrast to typical roadway lighting with wide spacing of taller light poles, better lighting for pedestrians can be achieved by light poles that are lower, spaced closer together, and with fixtures that target illumination onto sidewalks and focus the light downward without glare. Lighting that is designed for pedestrians is usually about 12 feet in height or lower, and spaced typically at 3 to 5 times the mounting height, so every 35-60 feet. Lower fixtures that are closely spaced are not only likely to produce more even lighting, but they are also more likely to be below the canopy of trees along sidewalks, thereby avoiding shadows from obstructing canopies that hamper visibility.

Brookline's Existing Pedestrian-Scale Lighting.

Brookline does have some instances of pedestrian-scale lighting, employing several different strategies, with many intended to illuminate both roadways and sidewalks from a single set of poles. Examples of pedestrian-scale lighting can be found in Brookline Village (Pearl Street, Station Street, and a portion of Washington Street), along all of Harvard Street, and on Beacon Street within the St. Mary's, Coolidge Corner, and Washington Square commercial areas.

Some lighting installations along two-lane streets are intended to illuminate both roadways and sidewalks from a single light source



Figure 3 Acorn fixture on Station Street

on each pole. For this dual purpose, poles are somewhat lower than poles for roadway lighting but higher than lighting intended for areas exclusively used by pedestrians, and are also placed closer together for more uniform light distribution on the paved sidewalk than when the only concern is roadway lighting. In Brookline Village and along Harvard Street, the utility poles average 75 feet apart and between 12 and 15 feet in height. Some similar light poles are in place on Washington Street immediately southeast of the Beacon Street intersection. The spacing between poles is still larger than recommended for pedestrian-friendly lighting. As a result, this type of installation sometimes favors the roadway more than the sidewalks, can produce less uniform light along the sidewalks, and can

result in a higher wattage light source being used to fill in gaps between poles, which in turn can produce glare. While these existing installations are substantial improvements over Brookline's traditional "highway-style" lighting and work well for most pedestrians, they do not always meet current best practices for pedestrian-friendly lighting, including crosswalk illumination.



Figure 4 Harvard Street-Coolidge Corner Fixture

8.A.

There are several other pedestrian-scale lights that illuminate both streets and sidewalks at school entrances. One style is on Pierce Street in front of the historic Pierce School building; another style can be found at the Ridley school, both along the driveway to the school off Harvard Street [see title page photo] and on the Stedman Street side of the school. In front of the historic Pierce School building an “acorn” fixture is used like those on Station Street, whereas along the Ridley School driveways non-traditional fixtures are used. LED lights are installed at both locations.



*Figure 5 Beacon Street Coolidge
Corner Dual Fixtures*

Another approach to serving both roadway and sidewalks from a single set of poles is to have two light sources per pole, as can be seen in the commercial areas on Beacon Street. One of the light fixtures is placed on an arm high up on the pole and hung over the street. A second, lower arm holds a fixture over the sidewalk. As with the single-light-source approach described above, the pole spacing may still not be as close as recommended for pedestrian-friendly sidewalk lighting to create the desired uniformity in light levels.

There is some variation in the types of light sources used in Brookline’s pedestrian-scale lighting, even in similar areas. On Harvard Street, LED lighting is used within Brookline Village and between Beacon Street and the Ridley School; but between School/Aspinwall and Beacon Street and again North of the Ridley School, high-pressure sodium lighting is used. The amber high-pressure sodium lights produce less glare than the brighter LED lights and less backlight that is objectionable to occupants of adjacent residential buildings.

Pedestrian-friendly Lighting and Complete Streets Policy. In 2016, Brookline adopted a Complete Streets policy that requires the Town in planning all transportation projects to address needs of motorists, pedestrians, cyclists, and users of public transportation. <https://www.brooklinema.gov/DocumentCenter/View/10212/Brookline-Complete-Streets-Policy-and-Record-of-Vote-PDF>

The Complete Streets policy explicitly includes attention to lighting. Section 3E of the policy states: “Sidewalks and crosswalks should be adequately lit.” Therefore, through its Complete Streets policy, the Town is expected to be already paying attention to pedestrian lighting as it plans new transportation projects. However, pedestrian lighting is not currently automatically included in project scope when streets are reconstructed. And “adequately” should not be subject to interpretation. There are recommended practices (IES – Illuminating Engineering Society) with metrics for illumination levels and uniformity of illumination for sidewalks and crosswalks that should be the basis of design.

Environmental and Other Factors

Minimizing Light Pollution. Outdoor lighting can direct light in ways that are unintended and undesirable. Light fixtures intended to illuminate roadways and sidewalks, if not designed to direct light only where it is intended, may also direct light in other directions. Building occupants, for example, sometimes complain that roadway light fixtures direct light into their homes and may interfere with their sleeping. Poorly designed lighting can also create glare. The term “backlight” is used to describe this negative feature of some lighting fixtures.

For environmental reasons, dark skies are important at night. Outdoor lighting fixtures can direct light upward. In doing so, they create “uplight”, a source of light pollution. “Too much light pollution has consequences: it washes out starlight in the night sky, interferes with astronomical research, disrupts ecosystems, has adverse health effects, and wastes energy.”⁵ Lighting fixtures for roadways and pedestrians should minimize both backlight and uplight.

Some of the existing pedestrian-scale lighting in Brookline may well create unwanted light, partly because of the design of the fixtures and partly because of the brightness of the lighting elements. Such “light trespass” can potentially happen even in commercial districts where one would expect brighter illumination to be most appropriate.⁶

Brookline’s stated sustainability goals provide yet another incentive to reduce the energy waste represented by light that is directed upward or in other unwanted directions, creating glare or light trespass issues instead of lighting the surfaces and sidewalks as intended. The energy used by poorly designed lighting fixtures creating uplight or glare instead of delivering light to the sidewalks or roadways is not good sustainable practice.

National Standards and Emerging Best practices

Nationally recommended practices have evolved to acknowledge the complexity of pedestrian and roadway lighting. In the period since the Pedestrian Friendly Lighting Committee concluded its in-person and web conference meetings, the Illuminating Engineering Society, IES, has released information on recent developments in research and technology for Pedestrian Environments. The IES’s mission seeks to improve the lighted environment by bringing together those with lighting knowledge and by translating that knowledge into actions that benefit the public. This information is being released in two documents. Lighting Practice- Designing Quality Lighting for People in Outdoor Environments (LP-2-20) and IES RP (Recommended Practice)-43: Lighting for Pedestrians in Outdoor Spaces (to be released later in 2021). RP-43 provides research-based metrics and tables to help lighting design teams select target illumination levels, illumination uniformities, and the amount of glare or backlight from luminaires that can be appropriate for a specific location’s needs to arrive at a well-designed

⁵ GlobeAtNight.org, a citizen-science campaign

⁶ We have not yet been able to confirm this, but an examination of some light fixtures in Coolidge Corner seems to show the presence of internal light shields, presumably to minimize unwanted light entering the buildings there.

lighting system for pedestrians. Together, these two standards, with the forthcoming refinements to the IES's Recommended Practices for Roadway Lighting, RP-8, will provide guidance for the best practices for designing pedestrian lighting for the varied needs of our community.

As noted above, light pollution can be the unintended consequence of poor exterior lighting design and can detract from Brookline residents' nighttime experience of the outdoors as well as negatively impact nature and wildlife. The International Dark-Sky Association has advocated for better design of lighted environments and developed metrics for the design of exterior environments.

Light Quality. Pedestrian lighting serves more purposes than those articulated above. To quote Bega North America, part of an international German-based manufacturer of lighting solutions, "You could say that good lighting creates a positive emotional response. When you enter a space, you do not have to shield your eyes from the glare, nor are you straining to see. It appears effortless – and yet, much thought and careful calculation goes into creating something that seems so simple." Ultimately, we want to encourage walking, to enable pedestrians to feel comfortable and "at home" on Brookline's streets at night, to be able to see not only their immediate surroundings, but something of their destinations ahead, to feel that they are welcomed into this environment. Local businesses that are open after dark want potential customers to be able to reach their doors safely and comfortably.

"Color temperature" is another important factor to consider in the impact of a lighting source upon people in its environment. In Brookline, one can observe the "warmth" of the light provided by the sodium vapor lights on much of Harvard Street⁷. The warmer lighting can feel more welcoming, more comfortable, and, in fact, warmer-color LED street light sources have become increasingly available and recommended.⁸ The IES's RP-43 when released later this year will have considerations of light color temperatures so that appropriate color temperatures can be provided for specific exterior environments.



Figure 6 Harvard St north of Ridley School

Needs of Particular Communities. While the importance of pedestrian lighting to some vulnerable populations within Brookline may be clear, there is another community in our Town for whom the need is also quite important, in ways that may be unknown to many residents.

⁷ These have a greater mixture from the red end of the visible spectrum as compared to the seemingly colder, harsher light from many LED fixtures with more blue wavelengths in their light.

⁸ IEEE Spectrum, 22 Sept 2016, Jeff Hecht, "LED Streetlights Are Giving Neighborhoods the Blues"; Boston Globe, 21 Oct 2016, Jacob Carozza, "As use of LED street lights grows, so do concerns over 'blue light'"

8.A.

Brookline has a substantial Jewish population and has long been a community that supports its Orthodox Jewish residents. Because of Orthodox Jewish prohibitions, the journeys to and from synagogue Friday evenings or returning from the homes of others after shared Saturday meals are always made on foot, and such trips take place every week, all year long, in every kind of weather. Furthermore, they can be made by people of all ages and abilities, from infants still in baby carriages to the elderly using walkers and canes. Until the end of 1992, families with young children and the elderly needing to use walkers and canes were prevented, based on Orthodox practice, from going out on the Sabbath and, as such, could not join synagogue services at all on the Sabbath, participate in Friday evening family dinner events or join with hosts for Saturday evening dinners. This changed in January 1993 when this community became enclosed within the Greater Boston Eruv, an Orthodox Jewish legal area with a 26-mile boundary (and one of the largest of its kind in the United States)⁹. The creation of this Eruv has led to substantially more of the Town's Orthodox Jewish residents being able to actively participate in after-dark weekly services and gatherings on the Sabbath (Shabbat). In short, this community represents an above-average proportion of after-dark pedestrians. Good pedestrian lighting is therefore especially important to them.

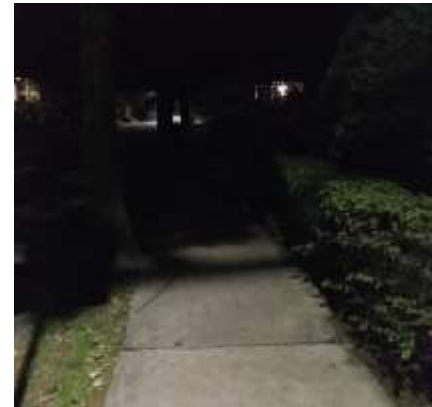


Figure 7 Sidewalk on a typical tree-lined residential street at night

Senior citizens – almost 20% of Brookline's population – are another critical community. While some may not be willing to venture out after dark, others still continue to enjoy evening visits to theaters, restaurants, and the homes of friends, yet their physical abilities make them more vulnerable to poorly lit sidewalk hazards, as it is well-documented that seniors require higher and more even illumination levels to compensate for the aging eye.

Providing high-quality pedestrian lighting in all parts of Brookline is an expression of support for the needs of its diverse and vibrant communities, as well as for the Town's excellent array of local restaurants and other businesses.

⁹ An Eruv is a legal-physical construct that joins together private (home) domains and public domains into one shared space. This space is physically created by a series of boundary items that often include a continuous amalgamation of existing fences, utility cabling and their associated poles, and geographical features (such as steep slopes) that all combine to serve to create an enclosed area for the purpose of carrying from home-to-public and back on the Sabbath, see www.bostoneruv.org.

Challenges and Possibilities

Interference from Street Trees. As already mentioned, mature street trees pose a challenge for street and sidewalk lighting, yet Brookline has an extensive commitment to planting and protecting street trees. Wherever feasible, Brookline has planted trees along its streets. Historically, the placement of street trees and the placement of the utility poles that hold streetlights have not been coordinated. In some instances, street trees and utility poles were placed immediately adjacent to one another; this is *not* a recommended practice. Along streets with mature trees, streetlights are often above the tree canopy; in other cases, streetlights are within the tree canopy. In both cases, tree limbs and leaves limit the light that reaches the sidewalk below. The problems stemming from inadequate light under street trees escalate when sidewalks are heaved because of tree roots or because tree pits with depressed surfaces have been cut into sidewalks. Even in winter when no leaves are on the trees, large tree trunks themselves can cast shadows on the very spots which have tripping hazards caused by pavement heaves from tree roots. In addition, the Town's attempts to deal with sidewalk heaves from tree roots often involve a dark asphalt surface, which not only feels different underfoot but is even harder to see in shadows than the normal pavement surface.



Figure 9 Tree trunk shadow obscures a possible sidewalk heave / tripping hazard

In general, lighting designers recommend that light poles be more numerous and placed closer together where there are extensive street trees, but our brief observations seem to indicate that this practice has *not* been generally followed in Brookline. In the rare instances in which streets are redesigned with placement of both new trees and new streetlights, designers recommend that the placement of light poles and trees be interspersed. In the case of streets with exceptionally large trees with thick canopies, large trunks, and root systems that cause sidewalk heaving,



Figure 8 Two barely visible pedestrians on Babcock Street in May 2021. Sidewalk remains darker than roadway even after 2018 lighting improvements.



Figure 10 Cobra light fixture barely visible among the tree leaves

even more pedestrian lighting is needed. In some cases, supplemental lights on existing utility poles could potentially provide a helpful spot solution. In other cases, new poles will be needed.

Lack of Sufficient Electrical Infrastructure. On many of the Town's streets, the light poles – and therefore the electrical power – are located only on one side of the street, and not always the same side. On Babcock Street, for example, the poles are sometimes on the west side of the street for some distance, then on the east side for some distance, and then back again. And, as previously mentioned, portions of west Beacon Street have power only in the median, so sidewalks on both sides of the street lack nearby power. For installation of pedestrian-friendly lighting, electrical power may be needed continuously on both sides of the street.

High Cost of Pedestrian Lighting Implementation. Over the course of its work, the Committee became acutely aware of a major stumbling block: cost. The high cost of implementing new street lighting for pedestrians is a major barrier to wider implementation of a network of pedestrian-scale lighting. Several variables contribute to these costs. Power for new lighting is supplied by wires in underground conduits, requiring trenching of sidewalks or streets. A new installation requires electrical infrastructure, post foundations, poles, and the lighting fixtures themselves. Electrical engineers and lighting professionals are employed to design new lighting projects. Police details during construction may add 2.5% to 5%, or even (reportedly) as much as 15% to total project costs.

Alternately, many of Brookline's current streetlights are mounted onto existing utility poles and receive electrical power from utility cables installed between poles. While roadways can be adequately lighted from this arrangement, pedestrian-scale lighting requires closer-spaced poles at spacings determined to provide sufficient illumination and uniformity.

The Committee looked for real-life examples that could help it estimate the cost of implementing pedestrian-scale lighting. The cost information provided in the following paragraph is for decorative cast metal poles with antique-style acorn lanterns served by underground wiring, with lighting provided on both sides of streets.

The Town's experience with the recently completed Pearl Street project [2020] provides an example of costs when lighting installations are part of comprehensive street improvement projects. The project installed 32 light poles, half on either side of the two-lane roadway, with "acorn" style luminaires on roughly 12-foot poles, design to provide both pedestrian and roadway lighting. The poles were spaced an average of 65 feet apart along roughly 1000 feet of roadway. Project costs included design engineering services and Brookline police details, though the project was not charged for services of Town engineering staff. Total project cost was \$618,185. The cost per 100 linear feet was therefore about \$62,000, and the average cost per pole about \$19,300. At this rate, the cost per mile would be roughly \$3,250,000; again, that is for both roadway and pedestrian lighting.

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The Committee was also provided with lighting costs for the Gateway East project. The Brookline Transportation Department considers this a typical urban arterial roadway project with pedestrian lighting. The area included was Washington Street from High Street east to Pond Avenue, the Walnut Street extension, and portions of High Street and Juniper Street. Some poles are nearly 30 feet high and hold two fixtures, with the higher fixture set over the roadway, serving at least 4 lanes of vehicle traffic, and the lower fixture illuminating the sidewalks. The project involved 55 poles, roughly half on either side of the roadway, spaced along each side an average of 100 feet apart. The total cost of the lighting system was quoted at \$1,478,495. The cost per 100 linear feet (both sides of the road) was therefore close to \$55,000, with the cost per light pole installation, with two light sources on each pole, close to \$27,000.

Given these substantial cost figures, it seems likely that budget constraints have played a major role in pedestrian lighting NOT being included in past Town street reconstruction projects, despite the Town's commitment to Complete Streets. This report seeks to have pedestrian lighting automatically included whenever Complete Streets projects are being considered.

Please note that the cost figures cited above are just rough indicators. Actual costs for any particular project depend on numerous factors, including how busy the street is, the extent of trenching required, and the extent of additional electrical infrastructure (transformers or circuit panels, etc.) that might have to be installed to enable the poles to be installed, not to mention the supply chain issues and freighting costs that have risen substantially during the pandemic.

Time Horizon for Improvements in Pedestrian Lighting. Progress in improving Brookline's lighting for pedestrians will likely occur over a substantial number of years. The existing network of electric street lighting developed over more than a century. The fact that many streets continue to be served by lights placed on old wooden utility poles reflects the age and slow evolution of street lighting. Brookline has many miles of streets that merit pedestrian-friendly lighting, but currently the Town serves only perhaps two miles of streets with pedestrian-scale lighting. Doubling the mileage of pedestrian-scale lighting within a decade would be a meaningful accomplishment. Improving pedestrian lighting on all the streets identified in this report is a very long-term process and requires dogged dedication by the Town over a time span measured in decades.

Financing New Pedestrian Lighting. The way recent projects have been financed provides insights about the way future improvements might be successfully addressed. The Pearl Street lighting was financed through the larger Pearl Street renovation project, with funding from two major sources: Chapter 90 State funds that come to Brookline annually, and mitigation funds provided by Children's Hospital. The mitigation funds stem from the community impact of the Children's Hospital office building project that was under construction in the area. The Gateway East project has been funded through a combination of state and federal funds.

8.A.

Some new pedestrian-scale lighting might be financed through the Town's Capital Improvement Program (CIP). A new CIP spending category can be created that directly addresses pedestrian lighting improvements for both small and large-scale projects.

The CIP regularly includes expenditures for road rehabilitation. In Fiscal year 2021, the Town had a CIP budget of \$3,610,521 for road rehabilitation from a combination of local and state funds, plus \$336,000 for sidewalk repair. For FY2022, the corresponding proposed figures going into the Spring Town Meeting were \$2,790,605 and \$344,000, respectively. In a highly constrained fiscal environment, the creation of a new category for pedestrian lighting improvements funded at \$200,000 per year would be a meaningful investment. Unfortunately, this level of funding may only yield 10 new pedestrian-lighting poles per year. Comparison with the number of poles needed for Pearl Street (32) or Gateway East (55) clearly indicates the limitations of such a funding level.

Other strategies may be used to reduce the cost of improved lighting.

- Selectively add new poles to supplement existing highway lighting.
- Consider use of modern-style pedestrian fixtures that do not have the associated high cost of the historic cast metal poles.

The Town should think creatively. For example, neighborhood-level improvements will largely benefit residents of (and visitors to) those particular neighborhoods. Residents of the Town as a whole may be reluctant to finance projects that will benefit only residents of particular neighborhoods. Therefore, the Town could consider the creation of "lighting improvement districts." Residents of such districts would agree to tax themselves to finance street lighting improvements. Some neighborhoods would make improvements; others would not.

Opportunistic Approach. Overall, the high cost of stand-alone pedestrian lighting improvement projects makes it clear that pedestrian scale lighting should be included within the scope of major road and sidewalk reconstruction projects wherever appropriate. The cost of installing pedestrian-friendly lighting will be substantially lower when sidewalks are being replaced for other reasons and when police details will already be present for other reasons.

There may also be instances where some of the required infrastructure already exists. During the February 2021 Bridle Path Feasibility Study Stakeholders meeting, it was pointed out by a DPW project manager that pedestrian-scale lighting had been considered when Beacon Street was renovated (2005?), but had been canceled because of insufficient funding. Nevertheless, appropriate conduit was actually installed below the sidewalks in some areas. Therefore, at least some of the infrastructure required may already be in place along Beacon Street. Town planners and engineers should be asked to identify any other areas where such infrastructure may exist, or where existing lighting installations are capable of some retrofitting.

Where to Focus Implementation Efforts - Overview

As noted elsewhere in this report, improvements in pedestrian lighting are most likely to occur either in small areas where the proposed CIP funding can be sufficient, or in conjunction with large-scale street reconstruction or building construction projects. Those projects are likely to drive the timetable and locations for most pedestrian lighting installations. Nevertheless, it can be helpful for the Town to have a sense of priority areas for such improvements should other sources of funding become available. This section identifies the general categories of streets and areas that should be kept in mind for such improvements. A detailed and descriptive walk-through of many specific streets and locations within these categories will be found in Appendix D; that Appendix, mostly written by Frank Caro, also points out which areas already have adequate or some pedestrian-scale lighting, versus the majority that do not.

If a new street reconstruction project is planned or launched in any of the areas listed below, it is important that implementation of new pedestrian-friendly lighting be included within the project scope, to the extent that sufficient lighting does not already exist. Note that the master planning process recommended by this report would help narrow down the specifics within these areas.

Crosswalks

Lighting that ensures visibility of pedestrians who are in or about to enter crosswalks, in all of the following areas

Within Commercial areas such as

Coolidge Corner

Brookline Village

St. Mary's

Washington Square

JFK Crossing

Other commercial areas:

Commonwealth Ave/Boston University West¹⁰

Hamilton Square

Cypress Street in Whisky Point

Walnut & High

Boylston Street Corridor

Pedestrian routes within and between these commercial areas

A major example is Beacon Street between commercial areas

Pedestrian transportation routes

¹⁰ While pedestrian lighting along Commonwealth Avenue itself is provided by the City of Boston, the many Brookline streets that carry Brookline residents to this growing commercial area, whose storefronts are actually located in Brookline, are Brookline's responsibility. Examples include Amory St, St Paul St, Pleasant St, Babcock St, Naples St, and Thorndike St.

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Longwood Avenue (heavily used by Brookline-to-Longwood-Medical-Area pedestrian commuters)

Beacon Street (portions not covered above and not already well lighted)

Secondary pedestrian transportation routes:

Park Street
Pleasant Street
St. Paul Street
Babcock Street
Freeman Street
St. Mary's Street
Davis Avenue
Tappan Street
Cypress Street
Washington Street
Winchester Street

Access to Public Transportation (beyond those already well-lit or included above)

Example: Lighting at and approaching Riverside Green Line stations in Brookline, e.g., Beaconsfield

Walking routes to key destinations such as the following:

Brookline High School
Longwood Medical Area

Densely-populated residential neighborhoods surrounding the major commercial areas listed above

Lighting within neighborhood parks. The Committee's mandate was to examine lighting along streets. Nevertheless, concerns arose about lighting on paths in neighborhood parks in densely developed portions of Brookline. Parks are a destination for some residents after dark, especially dog walkers. Some neighborhood parks have pedestrian-scale lighting along paths — Knyvet Square, Longwood Park, Linden Square, and St. Mark's Park are examples of this. In contrast, some neighborhood parks are illuminated only by lights outside of the parks — Winthrop Square and Emerson Garden are examples of parks without any lights along paths within them. The recently refurbished Pierce Playground has only roadway-style lighting; it does not have pedestrian scale lighting along its paths. The Parks and Recreation Commission should consider the merits of pedestrian-scale lighting when it makes improvements in neighborhood parks. In this regard the lighting design for the revamped Cypress Field is very encouraging, both in its placement of closely-spaced lighting sources along the perimeter pathways and in the modern, less costly and more effective lighting poles and fixtures planned.

Policy Goals and Recommendations

Because the need for new pedestrian-scale lighting is wide-spread and substantial, but the cost of new lighting is high, a strategic and long-term approach to implementation is essential. Priority should be given to areas with high population density, major walking routes, many walking destinations, commercial establishments, and well-developed public transportation.¹¹ Efforts need to be guided by overall policy and governance, and assisted by excellent professional lighting expertise.

Policy. Without a strong Town commitment, the lighting recommendations presented in this report are unlikely to be successfully realized. Brookline has already made impressive commitments to Complete Streets and sustainability; the commitment proposed here dovetails exceptionally well with those prior commitments, and is an essential first and foundational step to improve pedestrian lighting:

Specifically, we propose that the Town formally adopt a policy that establishes the implementation of pedestrian-friendly street lighting in the key areas identified in this report as a long-term goal of the Town.

Such a commitment must then be followed by specific steps and resources to enable it to be translated into real-life improvements.

Pedestrian Lighting Included in Project Scope. Brookline regularly undertakes major street reconstruction projects – recent examples include Babcock Street and Winchester Street. The future of Boylston Street is currently being considered by the Boylston Street Corridor Study Committee. When DPW and its consultants recently reported on a comprehensive assessment of the Town’s roadways, sidewalks, and curb ramps, none of the presenters mentioned lighting – a key component of enabling streets and sidewalks to function effectively. Major street construction/reconstruction projects only occur on a particular street once every 1-3 decades, so ideally should consider the long-term needs for the street in the project planning. Yet to date, it appears that implementing true pedestrian-friendly lighting has not been considered “in scope” for such projects.¹² A key question is whether we are missing opportunities that simply do not come around very often.

We propose that the implementation of pedestrian-friendly lighting should be automatically considered “in scope” for every major street reconstruction project, in keeping with the Town’s Complete Streets policy.

¹¹ Pedestrian accommodation is essential for increasing transit ridership, since most public transit riders walk to and from the trolley and bus stops.

¹² On Babcock Street new highway-style light poles that are closer together were installed in part to help illuminate the new crosswalks across Babcock. While they did improve general lighting along the street somewhat, they are high enough that tree leaves and branches cast shadows on sidewalks. See photo p. 14.

Master Plan. This report has provided a general vision and many specifics, but to provide the best guidance for the Town’s planners, designers, and engineers, there needs to be a technically solid lighting “master plan” for the Town. Master plans of any sort are rarely developed without engaging the assistance of outside professionals with expertise in the particular area, and the Pedestrian-Friendly Lighting Committee did not have access to the level of resources that would have been needed to create such a master plan. Therefore, to continue the work that this Committee undertook, we propose that Brookline follow the example of other local cities and towns¹³ in engaging outside experts:

We recommend that the Town of Brookline advertise and hire a lighting design firm with demonstrated, outstanding experience in lighting exterior environments, including pedestrian lighting, to develop an exterior lighting master plan for Brookline.

We feel that such a plan would be worth every dollar invested to create it because it would make certain that, going forward, the Town’s resources are spent wisely on ever-evolving lighting hardware, and will save money on future design work for each subsequent project.

Such a plan would be invaluable in establishing a clear and implementable understanding of what constitutes effective and efficient pedestrian lighting, so that this understanding can be incorporated into standard Town practices, along with a commitment to the latest national standards and guidelines¹⁴.

What would we expect the lighting firm to deliver?

- They would evaluate the areas that have been initially identified as High-Priority-to-Address to determine which streets are most in need of improvements.¹⁵ They would meter light levels and document deficiencies that need to be addressed.
- They would develop a hierarchy of pedestrian lighting fixtures to use based upon the particular application: historic-style fixtures where appropriate and pedestrian fixtures with well-designed optics for more residential streets.
- They would provide the Town with spacing guidelines and illuminance targets. A key deliverable would be a Lighting Tool Box with different lighting options and current prices that could be referred to by the Town when designing and/or reviewing proposals. The Tool Box would also refer to spectrum, light trespass, light pollution, circadian disruption issues and other technical considerations that should be taken into consideration as projects are reviewed.

¹³ While we have not contacted neighboring municipalities concerning their use of lighting design firms or development of lighting master plans, we understand that either Lincoln or Lexington developed such a plan a number of years ago, and Cambridge employed a lighting design firm (Lam Partners) for recent LED conversions, and also engaged lighting designers for a Harvard Square master plan.

¹⁴ See “National Standards” discussion p.11.

¹⁵ Some streets can be considered ok as is. For example, many of the streets northwest of Coolidge Corner and Davis Avenue have roadway lighting that is fairly uniform and lights the sidewalks safely as there is insufficient room for larger street trees that could obstruct the light.

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Professional Lighting Expertise for Project Design. While such a master plan would provide essential expert guidance, it still would need to be translated into the detailed, specific designs for individual projects as each is launched. Therefore,

We recommend that a design review committee that includes professional pedestrian lighting expertise be appointed to oversee the planning and implementation of every street reconstruction or rehabilitation project where effective pedestrian lighting does not already exist, with emphasis on the areas identified in this report.

Such a committee might include architects, landscape architects, lighting designers, urban planners, and concerned citizens. Design review committees are well established in Brookline to oversee both major building projects and park rehabilitation projects. Street improvement projects will similarly benefit from the guidance of design review committees. Design review helps to ensure better attention not only to pedestrian lighting but also to other dimensions of street improvement projects.

Professional lighting designers with experience in exterior urban lighting should be involved from the very beginning of each project's design process, and their inclusion should become an automatic part of the Town's standard operating procedures. Lighting designers bring expertise in the quality of the lighting environment, health and well-being, and energy efficiency, they are up to date on lighting technologies and use fixtures with good optical design, including appropriate use of light spectrum (color temperatures of light), and much more.

If a new Brookline street design process is launched before the master plan proposed above can be developed, then the early involvement of professional lighting designers is even more critical. This applies in particular to the upcoming Washington Street planning process, to be launched in FY2022. Without the fresh involvement of such expertise, the default plan seems to be to deploy fixtures already in use elsewhere in Town along the entire length of the street, without taking into consideration either the varying environments and needs along this important street, the existence of better but less expensive poles and luminaires, or recent evolution in pedestrian lighting technology.

Oversight and Guidance. The Pedestrian-Friendly Lighting Committee ceases to exist upon completion of its work and with the delivery and presentation of this report. In order for the long-term goals and policy recommended above to be successful, there must be long-term oversight of the program.

Because of the long time-horizon for implementation of improvements in Brookline street lighting, we propose that the Select Board identify a board or committee to provide program oversight for pedestrian-friendly street lighting.

The Select Board should determine whether such long-term policy guidance and oversight is better provided by an existing board or committee or whether a new entity should be formed

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for this purpose. Paramount is a clear message from the Select Board that a new approach to street lighting will be followed.

The oversight group should keep a public eye on progress, obtain and publish an annual report to the Town regarding progress and current plans, help publicize improvements, monitor whether the recommendations are being kept, support requests for additional funding, and support the long-term program to keep it moving forward. The oversight group should make every attempt to be sensitive to changes within commercial areas, in residential density, and in transportation patterns, so that it can advise the Town on program and priority modifications.

The Transportation Board has special responsibility for the public way, as acknowledged in its April 23, 2019 letter¹⁶ in support of the original Warrant Article to create this Committee. It therefore needs to play at least some role in ongoing oversight, not the least because it reviews and approves designs for street reconstruction and rehabilitation projects, as well as transportation plans presented in connection with other Town construction, such as major school building projects.

Financing. Funding new implementations of pedestrian-friendly street lighting is challenging; as a result, a variety of approaches must be used. The Town should combine an allocation of specific annual budget funds with an opportunistic approach in order to move forward.

A. Annual budgeting:

We propose that the Town create a \$200,000 line item annually in the Capital Improvement Plan budget.

This allocation can be used to address pressing needs in areas not slated for street reconstruction or other major construction that might be leveraged. [It is unfortunate that the cost savings which accrued to the Town from the recent upgrade of most street lights to LEDs were not used to create an annual pool that could help fund better pedestrian lighting.]

B. Opportunistic Leveraging:

Major installations of pedestrian-scale lighting are likely to take place only on projects that make comprehensive improvements to streets in compliance with Complete Streets policy.

For such large installations, the Town should be opportunistic. Major street reconstruction/rehabilitation projects are often able to attract significant outside funding, e.g., from Massachusetts state or from Federal sources, so always including pedestrian lighting within the project scope can help fund such improvements. Private major building construction projects, including residential construction such as upcoming projects around Coolidge Corner, also provide opportunities for the Town to negotiate or require improvements in the public way,

¹⁶ See Appendix B

similar to what has already happened with traffic signal upgrades and other public way improvements in the vicinity of several projects.¹⁷

We recommend that the Town and its various Boards and Committees, including the Planning Board, the Zoning Board of Appeals, and the Transportation Board, make it a priority to leverage such street and building construction projects and their potential funding to expand the implementation of pedestrian-friendly lighting along those streets or in the vicinity of those building construction projects.

As already mentioned, the upcoming redesign and reconstruction of Washington Street presents a once-in-a-generation opportunity to “get it right”. That opportunity must not be lost. We strongly urge the Town to engage professional exterior lighting designers for that project NOW.

C. Creative Thinking

We also ask the Town to think creatively. For example, as explained briefly on page 17, neighborhood-level improvements could potentially be financed through self-taxation if enough residents agree to participate.

We propose that the Town explore the creation of lighting improvement districts.

Residents of such districts would agree to tax themselves to finance street lighting improvements. This concept is somewhat similar to the “parking benefit district” recently established for Brookline Village.

In addition, Town planners and engineers should be asked to identify any other areas where portions of the infrastructure needed may already exist, as with the underground conduit along portions of Beacon Street (see p. 17), or where existing lighting installations are capable of some retrofitting.

Improved Intra-Town Coordination. Lighting for pedestrians on sidewalks is one of several Town initiatives or programs involving the public right of way and should be coordinated with other initiatives that involve or impact the public right of way. We’ve already mentioned the Town’s Boylston Street Corridor Study Committee. The Town’s work on a Local Rapid Recovery Plan (LRRP) process for Coolidge Corner and JFK Crossing is considering multiple aspects of what can enhance these areas. The Town’s 2021 Working Group on Disparity, gathering input and recommendations from many Town departments and stakeholders, has considered transportation as one of its key areas to examine. With walking as the most basic and sustainable form of transportation, good lighting is particularly important to vulnerable populations.

Administratively, most responsibility for the public right of way is in the Department of Public Works (DPW), and even just within DPW, there has been a need for improved coordination. As

¹⁷ At the Harvard-Fuller intersection, for example, walk signals were upgraded to Accessible Pedestrian Signals as part of the private development project on the northwest corner.

indicated earlier, the Town’s current “highway” lighting styles and its program of street trees are often in direct conflict with each other when it comes to providing effective pedestrian lighting on sidewalks. During a recent LRRP forum, a need for additional shade trees was mentioned, but also a concern about the shadows cast by trees – it appears there is also a need for better public education to explain that pedestrian-friendly lighting can address this conflict. Even small improvement projects that only involve sidewalk lighting and street trees require coordination among the Engineering, Highway, and Parks and Open Space divisions of DPW. When street trees are replaced, pedestrian lighting should be taken into consideration in the selection and placement of new trees.

We propose that the Department of Public Works act to improve coordination across its various divisions, in particular between tree planting and street light placement, and to develop strategies for minimizing the conflicts between the beauty of trees and the safety of sidewalks, considering both lighting issues and sidewalk heaves.

This recommendation is consistent with DPW’s own stated “organizational capacity” initiatives as articulated in recent budget hearings and public forums. For major roadway improvement efforts, Complete Streets policy already requires coordinated planning and implementation to assure that needs of all users be addressed. We need to ensure that this policy is effectively carried out.

Priority Locations for Pedestrian Lighting Improvements. As acknowledged earlier in this report (pp. 17-19) and implied in the above recommendations, the locations targeted for pedestrian lighting improvements will be largely driven by the locations of major street reconstruction projects and sizable building construction projects, not by any priority list in this report. That earlier report section does provide a set of categories of areas that would be priorities for lighting improvements in the event that funding for stand-alone pedestrian lighting improvement projects should be obtained. We have specifically highlighted Winchester Street, Longwood Avenue, and portions of Beacon Street between commercial areas as particularly deserving attention. As background, Appendix D provides a descriptive analysis of all streets considered by this Committee for pedestrian lighting improvements. We urge planners and decision makers to think as holistically as circumstance permit – e.g., that there may be less value to improving pedestrian lighting at a commercial area or other destination if the only safe way to reach such a destination is to drive a vehicle. The immediate approaches to such destinations are important targets for improved pedestrian lighting, which in turn supports sustainability.

One key reminder: If a street (such as Harvard Street) is lighted solely by lower-height poles with lower-illuminance light sources, the crosswalks may not be adequately lit so supplemental lighting may be required at intersections for pedestrian visibility and safety.

Implementation Approach. This report does not provide recommendations on *how* improved lighting should be provided. More specifically, it does not address the question of whether

existing lighting should be replaced or whether additional lighting should be introduced to supplement existing lighting. The approach to be taken may well depend on the particular parameters of the project being leveraged.

The future of Roadway and Pedestrian Lighting. During discussions of the content of this report by the Committee’s authors, a decision was made to make the concepts and recommendations for Pedestrian Friendly Lighting accessible to all who read the report. Therefore, we have narrowed the scope to limit the technical discussions of the impacts of lighting on health, circadian disruption, flora and fauna, etc. We have not discussed the interface of LED technology with IOT – the Internet of Things. There is a vibrant lighting research community currently working to study these impacts and more, funded by Department of Energy and Department of Transportation. For instance, Virginia Tech¹⁸ Transportation Institute has a full-scale network of roadways, parking lots and bridges to conduct full-scale lighting investigations on visibility, as well as impacts of outdoor lighting on sleep and on vegetation. They are making use of the controllable nature of LEDs to deliver the right amount of light at the right time, and thereby saving energy. LED technology is rapidly evolving, and in the near future, properly specified luminaire / lighting fixtures will be able to be individually tuned to have the appropriate brightness and light distribution (by switching on only the needed LEDs in an array) to tailor the photometric distribution to prevent light trespass / back spill. This is even more reason to involve lighting designers to bring the best to the design of lighting for Brookline.

Conclusion

We have proposed in this report that Brookline work to implement pedestrian-friendly street lighting so that it serves all commercial areas, residential streets that are important for pedestrian transportation in the more densely developed portions of North Brookline, high-density residential areas adjacent to commercial areas, public transportation access routes and stations, and pedestrian routes to other key destinations in Town or nearby, such as the Longwood Medical Area and Brookline High School. The aim is to ensure that residents who live in the most densely developed portions of the Town are served by pedestrian-friendly lighting within that sector and along walking routes that lead to important destinations nearby, whether commercial or other.

These recommendations serve public safety, sustainability, the quality of life for individual residents, and the vibrancy and long-term vitality of Brookline and its businesses. As residents, pedestrians, and advocates, we look forward to seeing the Town realize the benefits of the program we propose.

¹⁸ Virginia Polytechnic Institute and State University

References

Illuminating Engineering Society /IES: The Lighting Library (digital format supersedes IES Handbook 10th Edition)

IES Lighting Practice-Designing Quality Lighting for People in Outdoor Environments (LP-2-20)

IES RP (Recommended Practice)-43: Lighting for Pedestrians in Outdoor Spaces (to be released later in 2021).

Illuminating Engineering RP (Recommended Practice) -8-14: Roadway Lighting (This RP is among other important information included in the IES Roadway and Parking Facility standard digital subscription.)

International Dark-Sky Association / IDA <https://www.darksky.org/>

BEGA Application Guide, 2016.

https://cdn.bega-us.com/userfiles/files/Application_Guide_Web.pdf

Glossary. Lighting Research Center, Rensselaer Polytechnic Institute.

<https://www.lrc.rpi.edu/resources/publications/lpbh/091Glossary.pdf>

Virginia Tech Transportation Institute Smart Outdoor Lighting Lab

<https://www.vtti.vt.edu/facilities/virginia-smart-roads.html>

APPENDIX A. Background and History of Street Lighting in Brookline and Boston

Brookline Background on Street Lighting

Municipal efforts to light streets at night have a long history. Various strategies have been used for centuries to provide such lighting including oil lamps and gas lighted fixtures. Electric street lighting was introduced late in the 19th Century. Brookline's original electrical street lighting was introduced and owned by the electrical utility company that served the Town. In Brookline, wooden utility poles have long been used for mounting streetlights. Almost all the wooden poles are owned by private utility companies; they are used for multiple purposes including supporting wires for telephone and cable television. At some point the Town of Brookline began installing cement poles exclusively for street lighting. At present, Brookline owns and maintains all the streetlight fixtures regardless of the ownership of the poles.

Over time, significant improvements have been made in the efficiency and effectiveness of electrical lighting used for street lighting. Electrical lighting technologies that have been used include incandescent, fluorescent, mercury vapor, high pressure sodium, and light emitting diodes (LED). The advantages of LED lights include higher efficacy, that is, lighting emitted per watt of energy and longer rated lamp life. In Brookline, most streetlights have been converted in recent years to LED bulbs. Some use of high-pressure sodium lights continues, notably on Harvard Street; this technology is recognizable because it casts an amber light.

Lighting History in Boston

The Street Lighting History in Boston in the City of Boston Archives provides some insights about the likely pattern of development of street lighting in Brookline. (There is probably no equivalent documentation of street lighting history in Brookline.)

Prior to 1828, oil lamps were used to light Boston's streets. In 1828, coal gas lamps were introduced by the Boston Gas Company. The first electric streetlamps were introduced in 1882. During the 1890s the city began to convert oil lamps to gas lamps that used naphtha gas, a gasoline derivative. By 1913, all gas lamps in Boston proper had been converted to electric lamps. However, Boston continued to use gas lamps in its residential districts. The last gas lamps were installed in residential districts in 1948. During the 1940s, vapor electric lamps were also installed on many major Boston streets.

During the first half of the 20th century, outside vendors maintained the city's gas lamps, but in 1958, the City took over gas lamp maintenance. Four years later, the city began to change electric lamps in historic neighborhoods back to gas lamps. Electric to gas changeovers continued into the 1990s. Over time, the number of city-owned streetlights increased. During the 1990s, the City rebuilt some streetlamps that had been installed in the 1970s, replacing cobra head styles with "period style" designs. In 2002, Boston made a large purchase of streetlights from Boston Edison.

**APPENDIX B. Warrant Article 22, Transportation Board Support,
Advisory Committee Excerpt, Select Board Charge to the Committee**

**B-1. Warrant Article 22, as Amended by the Advisory Committee, Passed Unanimously by the
Spring 2019 Town Meeting – from the Certified Markup of Combined Reports**

RECOMMENDATION:

By a vote of 17-0-0, the Advisory Committee unanimously recommends FAVORABLE ACTION on the following motion:

VOTED: That the Town adopt the following resolution:

Resolution Calling for a Study of Pedestrian-friendly Street Lighting

WHEREAS the Town encourages walking as a mode of transportation, especially in densely developed areas,

WHEREAS, residents and visitors walk on sidewalks and across streets after dark,

WHEREAS, safety is a concern for people of all ages and abilities who walk after dark,

WHEREAS the Town, for illumination of its streets and sidewalks, currently relies primarily on "highway lighting" that fails to provide consistently adequate lighting for pedestrians, especially where there are mature street trees,

WHEREAS "highway lighting" is a source of glare that can interfere with the vision of pedestrians,

WHEREAS pedestrian-friendly lighting reduces such glare and allows improved illumination so pedestrians can see obstacles such as uneven, raised black asphalt pavement covering tree roots,

WHEREAS pedestrian-friendly lighting reduces dark shadows that may make pedestrians feel insecure,

WHEREAS the Town's Complete Streets policy states that "Sidewalks and crosswalks should be adequately lit,"

WHEREAS the Town already has some pedestrian-friendly street lighting predominantly in commercial areas that demonstrates the benefits for pedestrians of this form of street lighting,

THEREFORE, BE IT RESOLVED that Town Meeting requests that the Select Board appoint a committee to develop a plan to extend pedestrian-friendly lighting with a focus on sidewalks with, or leading to, extensive pedestrian activity;

BE IT FURTHER RESOLVED THAT Town Meeting requests that the committee be charged to determine the extent to which there is a public safety need for improved lighting for pedestrians, identify locations, including crosswalks, where improved pedestrian lighting is most needed, and examine costs of installation and operation of new pedestrian-friendly street lighting;

BE IT FURTHER RESOLVED that Town Meeting requests that the committee report its initial recommendations to a fall 2020 Town Meeting.

XXX
Passed by a Unanimous Vote

B-2. Memo from Transportation Board in Support of Warrant Article 22

May 21, 2019
Annual Town Meeting
Article 22 – Supplement No. 1
Page 1

ARTICLE 22**TRANSPORTATION BOARD RECOMMENDATION****Town of Brookline**

Massachusetts

Department of Public Works

Engineering & Transportation Division

TRANSPORTATION BOARD
CHRISTOPHER DEMPSEY, CHAIR
JONATHAN KAPUST, PE
VICE CHAIR
ASHLEY HAIRE, PE
CYNTHIA LEE
NANCY MOORE
ALI TAL, PE

April 23, 2019

Brookline Board of Selectmen
Brookline Advisory Committee
Brookline Town Meeting

RE: Warrant Article 22 Recommendation

Per the request of the petitioner and the Pedestrian Advisory Committee, the Transportation Board held a public hearing on Monday, April 8, 2019 to discuss the issuance of a letter of recommendation regarding Warrant Article 22: Resolution Calling for a Study of Pedestrian Friendly Street Lighting. Following the public hearing and a subsequent discussion during a separate public meeting agenda item the Transportation Board considered the following motion:

WHEREAS The Transportation Board for the Town of Brookline, under Chapter 317 of the Acts of 1974 as amended, are charged with the "authority to adopt, alter or repeal rules and regulations not inconsistent with general law...relative to pedestrian movement, vehicular and bicycle traffic in the streets and in the town-controlled public off-street parking areas in the town, and to the movement, stopping, standing or parking of vehicles and bicycles on, and their exclusion from, all or any streets, ways, highways, roads, parkways and public off-street parking areas under the control of the town";

WHEREAS the Transportation Board, in response to the demands of our citizenry and in recognition that our community has both an urban and suburban mixture, has worked

hard to enact regulations and support programs which lead to a strong multi-modal transportation system that encourages the use of public transportation, walking, and cycling as alternatives to single car commuting;

WHEREAS the Brookline Select Board adopted a Complete Streets Policy which requires that the "Town's transportation projects shall be designed and implemented to provide safe and comfortable access for healthful transportation choices such as walking, bicycling, and mass transit. The needs and safety of the town's most vulnerable users shall be given special consideration during project planning. Users may be considered vulnerable by virtue of their mode of transportation, such as bicycling or walking, or because of their age or ability, such as small children, senior citizens, and people with disabilities.";

WHEREAS the Brookline Select Board formed an Age Friendly Cities Committee to coordinate Brookline's Age-Friendly City initiative as part of the Town's designation as a World Health Organization Age-Friendly Community and committed the Town to take active steps to enable "people of all ages to actively participate in community activities", treat "everyone with respect, regardless of their age", make "it easy for older people to stay connected to people that are important to them", help "people stay healthy and active even at the oldest ages", and provide "appropriate support to those who can no longer look after themselves";

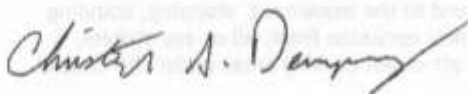
WHEREAS the Pedestrian Advisory Committee, an advisory committee to the Transportation Board, issued a recommendation to the Board that highlighted pedestrian scale lighting as a safety, economic, and social issue that was needed to allow pedestrians, particularly seniors, to safely walk between residential and commercial areas of the Town;

WHEREAS the Transportation Board has an interest in best meeting the transportation goals for all modes and would like to move the discussion forward and have it become informed through the findings of the Select Board appointed committee;

THEREFORE the Transportation Board, by a unanimous vote, recommends favorable action by Town

Meeting on Warrant Article 22 which will request that the Select Board appoint a committee charged to determine the extent to which there is public demand for improved lighting for pedestrians, identify locations where improved pedestrian lighting is most needed, and examine costs of installation and operation of new pedestrian-friendly street lighting.

Sincerely (on behalf of the full Board),



Christopher Dempsey
 Chairman, Brookline Transportation Board

**B-3. Excerpt from Advisory Committee Statement
to April 2019 Town Meeting on Warrant Article 22**

Brookline is renowned for being a walkable community. Many of its residents, especially those living in north Brookline, regularly walk after dark to restaurants, stores, and the movie theater in the town's commercial areas and to evening events scheduled at the town's elementary schools and high school, Town Hall, the town's libraries and recreation centers, the Senior Center, the Teen Center, and numerous places of worship. A significant number of Brookline's residents do not own cars, and many residents choose to walk rather than drive for environmental concerns, for health reasons, or simply because they love to walk.

Extending pedestrian-friendly lighting would make Brookline a safer community for all ages, since anyone walking on an inadequately lit street is in danger of falling. But it would be a special benefit to our older residents. Many older residents typically have poorer night vision than do younger residents, and poorly lit streets appear even darker to them. Additionally, many seniors fear the consequences of falling on a sidewalk, which, for some seniors, can ultimately result in serious and sometimes fatal injuries and a loss of independence. As a result, if sidewalks are poorly lit, many seniors will choose not to leave their homes after dark, which only exacerbates the serious problem of social isolation among seniors.

B-4. July 2019 Select Board Charge to the Pedestrian-Friendly Lighting Committee

1. Warrant Article 22 of the May 2019 Annual Town meeting was a Resolution that was approved by a vote of Favorable Action by Town Meeting. The Resolution requested that the Select Board appoint a committee to develop a Plan to extend pedestrian-friendly lighting along sidewalks with extensive pedestrian activity. The Resolution further requested that the committee be charged to determine the extent to which there is public demand for improved lighting for pedestrians, identify locations where improved pedestrian lighting is most needed, and examine costs of installation and operation of new pedestrian-friendly street lighting and report its recommendations to a future Town Meeting.
2. To carry out the wishes of Town Meeting as expressed in the Resolution, the Select Board hereby establishes the Select Board Committee on Pedestrian Friendly Lighting to Study issues raised by or related to the Resolution. The Committee's Study shall include, without limitation, the items listed above in the first paragraph. The Committee shall present the results of its Study, its recommendations, and a proposed Plan in a Report to the Select Board. The Committee shall then submit its Report for publication in the Combined Reports of a subsequent Town Meeting.
3. In conducting its Study, the Committee shall consult with the Deputy Town Administrator and/or the Assistant Town Administrator on the fiscal impacts of its findings and recommendations. The Committee shall also consult with other Town professional staff as appropriate to develop recommendations and a Plan that can be implemented within the technical, fiscal, and other constraints of the Town.

APPENDIX C. Glossary (Lighting Definitions)

Pedestrian friendly lighting/Pedestrian scale lighting. Pedestrian lights are lights in the right-of-way that primarily function to illuminate pedestrian areas such as sidewalks. The San Francisco Public Utilities Commission defines pedestrian lights as pole-mounted lighting fixtures less than 18 feet tall that are part of a secondary lighting system used to supplement street lighting levels. (San Francisco Public Utilities Commission). Another source specifies that Pedestrian Scale Lighting means light standards or placement no greater than fourteen (14) feet in height located along walkways. (LawInsider.com) Note that not all “pedestrian-scale” lighting is truly “pedestrian-friendly” and appropriate for its environment.

Roadway /Highway lighting is lighting designed specifically to illuminate roadways including highways and urban streets.

LED-Light emitting diode. Consists of dies on a printed circuit board to be interfaced with optical elements and power supplies to produce visible light. Phosphors are used to create white light from blue LEDs. Manufacturers mount LED arrays to heat sinks to conduct heat away from the back of the diodes to extend the rated life of the LEDs when used in light fixtures.

Lighting Color Temperature – Numerical description of the perceived color of a light source in degrees Kelvin. Warmer color temperatures such as incandescent, 2700K, have lower values. Typical color temperatures for LED exterior fixtures are 3000K (warm white) and 4000K (cool white).

Lighting or illumination is the deliberate use of [light](#) to achieve practical or aesthetic effects. Lighting includes the use of both artificial [light sources](#) like lamps and light fixtures, as well as natural illumination by capturing [daylight](#). (Wikipedia)

Luminance is a photometric measure describing the amount of light that passes through, is emitted from, or is reflected from a particular area, and falls within a given solid angle. (Wikipedia)

Horizontal illuminance describes the amount of light landing on a **horizontal** surface, such as a street or sidewalk.

Vertical illuminance describes the **illuminance** landing on a vertical surface, such as a wall or standing pedestrian and is useful for identifying objects in a pedestrian’s field of view.

Lighting uniformity as the ratio of maximum-to-minimum illumination levels across a surface, such as a roadway or sidewalk.

Foot-candle is the standard unit of measure used by lighting professionals in North America to describe light levels. Based upon the amount of light produced by a single candle at a distance of 1 foot.

8.A.

Luminaire: A complete lighting unit consisting of a lamp or lamps, together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply. Also referred to as a light fixture, fitting, or unit. (LRC, RPI)

High-pressure sodium lamp. Radiation from sodium vapor under high pressure produces visible light. High-pressure sodium lamps are orangish in color appearance, take a few minutes to achieve full light output on lamp startup, and require several minutes to restart if power to the lamp is interrupted, even briefly.

Luminous efficacy is the measurement of how well a light source produces visible light based on the amount of power the fixture consumes.

Glare. The loss of visibility and/or the sensation of discomfort associated with bright light within the field of view. (LRC, RPI)

Uplight or Upward Component. The portion of luminous flux from a luminaire that is emitted above horizontal. (IES)

BUG rating. New rating system to evaluate the design of exterior lighting fixtures to minimize light emitted from fixtures in three negative dimensions: Backlight, Uplight, and Glare. The term “BUG” was developed by the Illuminating Engineering Society (IES) and International Dark Sky Association to calculate the stray light that escapes from an outdoor light fixture. Backlight is light that is directed to undesired locations behind the luminaire. Uplight is light that is directed upwards toward the sky. Uplight contributes to light pollution. Glare is light that is too strong or too concentrated and interferes with the visibility of objects within the field of vision. Lighting systems are rated on a zero to four BUG scale. Good lighting designers utilize fixtures with minimal BUG ratings that are appropriate for the intended lighting zone.

Lighting Zone: A category that designates appropriate outdoor light levels, as developed in the Model Lighting Ordinance User Guide. Most of Brookline would be considered Lighting Zone 2, while Coolidge Corner’s commercial zone might be categorized as Lighting Zone 3.

CRI: Color Rendering Index. A measure of the degree of color shift that objects undergo when illuminated by a light source. (IES) Sunlight has a CRI 100. The lower the rated CRI of light source, the more difficult it is to distinguish the true color of illuminated objects.

Photometric Distribution. Measurements of light output (measured or modeled) in 3 dimensions to create IES files that are electronic files which contain the data that represents both the **distribution** (intensity in candelas at combinations of lateral and vertical angles) and amount of light being emitted (lumens) from either lamps (light bulbs) or luminaires (light fixtures). The photometric distribution is used in computer modeling during the design process to confirm light levels (horizontal and vertical), light fixture spacing, and uniformity.

APPENDIX D. Detailed Review of Streets and Areas Needing Better Lighting

[This appendix was written almost exclusively by Frank Caro who, more than any other member of the Committee, walked the streets of Brookline to assess lighting status and needs for this study.]

Major Focus on North Brookline, Beacon Street Corridor, and Coolidge Corner

This report has focused on North Brookline because of its dense development and population concentration. The Beacon Street corridor receives particular attention because of its population density, strong public transportation, and commercial development. The Green-Line trolley on Beacon Street is important historically for both the population density and commercial development along Beacon Street. Some pedestrian traffic is to and from C-line stops. Coolidge Corner deserves particular attention: It is defined by the intersection of Beacon Street and Harvard Street, two of the most important streets for walking in Brookline, and is Brookline's largest commercial area. The #66 bus route, which runs through Coolidge Corner on Harvard Street, is the second-most heavily travelled bus route in the entire metropolitan area.

D-1. Pedestrian-scale lighting in and around commercial areas

Commercial areas thrive on the presence of pedestrians. Good pedestrian-scale lighting helps greatly to make a commercial area vibrant after dark. As indicated above, Brookline already has considerable pedestrian-scale lighting in its main commercial areas in North Brookline, that is, Coolidge Corner, Brookline Village, St. Mary's, Washington Square, and JFK Crossing. Some minor commercial areas lack pedestrian-scale lighting. Each of the commercial areas is discussed briefly below.

Coolidge Corner. Pedestrian-scale lighting is in place on Harvard Street within Coolidge Corner. It is also in place on Beacon Street from Charles Street to Centre Street. Extension of pedestrian-scale lighting on Beacon Street in Coolidge Corner is needed between Centre Street and Marion Street. The commercial area also includes several side streets that lack pedestrian-scale lighting: Webster Street, a portion of Sewall Avenue, a portion of Longwood Avenue, Charles Street, and a portion of Green Street. Pedestrian-friendly lighting should be provided on these streets both to strengthen the commercial area and to support pedestrians travelling to and from the densely developed residential area surrounding Coolidge Corner.

Brookline Village. A good deal of pedestrian-scale lighting is in place in Brookline Village on its principal streets, that is, all of Harvard Street and a portion of Washington Street. With the Gateway East project essentially completed, pedestrian scale lighting is in place on Washington Street from the Boston line approximately to Town Hall. Some of the side streets in Brookline Village have pedestrian-scale lighting, notably, Station Street, Pearl Street, and Pierce Street.

The highest priority for Brookline Village is extension of pedestrian-scale lighting on Washington Street northwest so that it includes the commercial area at the School Street-Cypress Street intersection.

St. Mary's. The St. Mary's commercial area is limited to Beacon Street. Pedestrian-scale lighting is in place in the St. Mary's commercial area.

Washington Square. Commercial activity is limited to Beacon Street and Washington Street. Pedestrian-scale lighting is in place within Washington Square on Beacon Street and Washington Street immediately southeast of Beacon Street.

JFK Crossing. Commercial activity is limited to Harvard Street. Pedestrian-scale lighting is in place on Harvard Street.

Other commercial areas

Commonwealth Avenue/Boston University West. While Commonwealth Avenue is in Boston, the buildings on the south side of the street are in Brookline. Some of the commercial activity extends into the side streets south of Commonwealth Avenue. This section of Commonwealth Ave. has new pedestrian-scale lighting. Pedestrian-scale lighting is desirable on Amory Street, St. Paul Street, and Pleasant Street between Commonwealth Ave. and Dummer Street. On Babcock Street, the block between Commonwealth Ave. and Winslow Road is well lit with closely spaced roadway lighting and no trees to cast shadows.

Hamilton Square. This small commercial area near the Boston border is best known as the location of Clear Flour bakery. To illuminate the commercial area, pedestrian-scale lighting is needed on portions of Thorndike Street and Lawton Street, leading to this area.

Cypress Street in Whisky Point. A loose commercial area along Cypress Street immediately south of Boylston Street serves an older, walkable neighborhood. Although Boylston Street is generally considered to be the boundary between North Brookline and South Brookline, the Whisky Point neighborhood has characteristics like Brookline Village and is geographically close to Brookline Village. This commercial area merits the same attention as the minor commercial areas north of Boylston Street. Residents of the neighborhood would probably welcome pedestrian-scale lighting on Cypress Street between Walnut Street and High Street.

Walnut & High. There is some commercial activity immediately south of the Boylston-Washington intersection on Walnut Street and High Street. Some of it will receive pedestrian-scale lighting through the Gateway East project. This commercial cluster should be considered an extension of the Brookline Village commercial area.

Boylston Street Corridor. Boylston Street between Washington Street and Brington Road is commercial. The street is dominated by high volume motor vehicle traffic. The street is currently under study by the Town's Boylston Street Corridor Study Committee. Installation of pedestrian-scale lighting should be included in comprehensive planning for the commercial area. [Brookline Transportation confirms that the Town of Brookline owns and is responsible for street lighting along this MassDOT-owned road.]

D-2. Streets Important for Walking as a Mode of Transportation

Major walking routes. Pedestrian-scale lighting is needed on routes through town that are important for walking as a form of transportation. The three most important streets for walking as a mode of transportation are Beacon Street, Longwood Avenue, and Harvard Street.

Beacon Street. Beacon Street is the main East-West corridor in North Brookline. Its length within Brookline is approximately 2.5 miles. Within Brookline, Beacon Street has three commercial areas: St. Mary's, Coolidge Corner, and Washington Square. Beacon Street also connects to the Cleveland Circle commercial area on the Brookline-Brighton border. The distances between the commercial areas are all less than one mile. The corridor has significant commercial activity and cultural activity outside of the formally designated commercial areas. As indicated above, Beacon Street has pedestrian-scale lighting within the St. Mary's, Coolidge Corner, and Washington Square commercial areas. New pedestrian-scale lighting is needed to connect the four commercial areas.

Beacon Street has continuous high-density residential development outside of the commercial areas. The density is particularly great between St. Mary's and Coolidge Corner and between Coolidge Corner and Washington Square. Residential development density is also high on some streets close to Beacon Street, especially surrounding Coolidge Corner. The dense residential development is strongly associated with the "C-line" trolley service on Beacon Street. In part, sidewalks on Beacon Street are important for connections to trolley service. However, there is significant pedestrian traffic that is independent of the trolley service. Some of the pedestrian traffic involves trips from residences in the Beacon Street corridor to the commercial areas within the corridor. Some of it is for travel between the commercial areas. Since the commercial areas are less than a mile apart, walking between them is feasible.

On the north side, Beacon Street needs additional pedestrian-scale lighting between 1080 Beacon Street and Charles Street, between Centre Street in Coolidge Corner and Westbourne Terrace (Washington Square), and West of Tappan Street. On the South side, Beacon Street needs additional pedestrian-scale lighting between Carlton Street and Charles, between Park Street and Washington Street, and west of Winthrop Road. These portions of Beacon Street are served by highway lighting, that is tall poles set far apart with emphasis on illumination of a wide road. West of Tappan/Williston most of the poles are set in the median strip. Much of Beacon Street in these areas also has extensive mature tree planting that interfere with lighting of sidewalks. On the north side of Beacon Street between Amory Street and Powell Street, there are no light poles in the tree lawn. Similarly, west of Dean Road, all the light poles are in the median strip.

Since Beacon Street roadway lighting is adequate, a Beacon Street Pedestrian lighting project is likely to call for pedestrian-scale lighting to be added along sidewalks on both sides of the street to provide pedestrian illumination wherever street trees cast shadows on sidewalks.

Longwood Avenue. Longwood Avenue connects Coolidge Corner and the Longwood / Harvard University Medical area immediately east of the Boston-Brookline line. The street is less than a mile in length. There is no public transportation on Longwood Avenue. The sidewalks are used extensively for commuting on foot from Brookline to and from the Longwood/ Harvard Medical area. Land use along Longwood Avenue is mostly residential, with the exception of the commercial block between Harvard Street and Sewall Avenue. Housing on Longwood Avenue is varied in scale including both single-family homes and several large multi-family developments. Longwood Avenue is a high priority for pedestrian-scale lighting, especially in those sections where street trees cast shadows.

Harvard Street. Harvard Street connects Brookline's Harvard Square, Coolidge Corner, JFK Crossing, and a neighborhood commercial area in Alston at the intersection of Harvard and Commonwealth Ave. Within Brookline, Harvard Street is 1.3 miles in length. All of Harvard Street currently has pedestrian-scale lighting.

Secondary pedestrian transportation routes. Other streets in North Brookline are also important as transportation routes. Both major and secondary transportation routes should be served by pedestrian-scale lighting. The following are streets of secondary importance for pedestrian transportation:

- **Park Street** connects Coolidge Corner and Washington Street. It is a significant walking route for those walking from Coolidge Corner to Brookline High School (via Greenough Street).
- **Pleasant Street** connects Coolidge Corner and the West campus of Boston University. It travels almost entirely through an area of densely developed multi-family residential buildings.
- **St. Paul Street** connects Brookline Village, Beacon Street, Winthrop Square Park, Knyvet Square, and the West Campus of Boston University. There is extensive multi-family residential development particularly on the west side of St. Paul Street.
- **Babcock Street** connects Coolidge Corner with a commercial area on Commonwealth Avenue and the proposed West Station in Alston. Babcock Street was recently refurbished with emphasis on both bicycle and pedestrian accommodations. Crosswalks were added where there had been none. Pedestrian lighting was also improved by installation of some new closely spaced highway lights on cement poles near crosswalks. Except near Harvard Street and Commonwealth Avenue, the lights are all either on the west or the east side of the street. In other words, the lights are intended to illuminate the sidewalks on both sides of the street.
- **Freeman Street** between Babcock Street and St. Paul Street. Freeman Street is a significant east-west connector. Currently Freeman Street has unusually sparse lighting.
- **St. Mary's Street** connects the St. Mary's commercial area on Harvard Street with the Commonwealth Avenue commercial area and Boston University. The west side of St. Mary's street is in Brookline.

8.A.

- **Davis Avenue** connects Brookline high school, Cypress playground, Emerson Garden, and Brookline Village.
- **Tappan Street** connects the school to both Cypress Street and Beacon Street west of Washington Square
- **Cypress Street** connects civic center with Brookline High School, Brookline Hills D-line station, Boylston Street corridor, and Cypress commercial area south of Boylston Street.
- **Washington Street** connects Gateway East, Brookline Village, Washington Square, and Commonwealth Avenue in Brighton. Washington Street is particularly important for pedestrian transportation within Brookline Village where the street already has some pedestrian-scale lighting. Some extension of pedestrian-scale lighting on Washington Street is recommended.
 - Between Park and Greenough Streets pedestrian-scale lighting should be added to support pedestrian traffic between Coolidge Corner and Brookline High School.
 - Between Winthrop Path and 686 Washington. This expansion will extend existing pedestrian-scale lighting southeast of Washington Square.
 - Between Beacon Street and Salisbury Road. This portion will provide pedestrian-scale lighting to the new Driscoll School.
- **Winchester Street** is a major connector from the commercial activity on Beacon Street as well as a collector street to public transportation. The Brookline Senior Center is located on this street and serves many of the older residents living in the area. The sparse pattern of street lighting interspersed with mature trees on sections of Winchester leaves many sections of the sidewalk in shadow.

D-3. Access to public transportation

Pedestrian-scale lighting should be provided for those approaching public transportation stops. For the most part, the proposed network of sidewalks with pedestrian-scale lighting will provide adequate lighting for users of public transportation as they approach and leave transit stops. Since all of Beacon Street will be included, all Cleveland Circle Green line stops in Brookline will be connected. Attention to Amory Street, St. Paul Street, Pleasant Street, and Babcock Street near the Commonwealth Avenue commercial area will also provide pedestrian-scale lighting to users of the Boston College Green Line. Harvard Street is already adequately lit for users of the #66 bus route. Lighting at Riverside Green line stations in Brookline merits attention for each station:

- Longwood. The portion of Chapel Street that connects the Longwood Riverside Line Station and Longwood Avenue is well lit with a dense cluster of highway lighting.
- Brookline Village. Pedestrian-scale lighting is in place on both Station Street and Pearl Street.
- Brookline Hills. Proposed improvements for access to Brookline High School should adequately address needs of users of the Brookline Hills station.

- Beaconsfield. The proposed improved lighting on a portion of Dean Road will link the Beaconsfield Station to improved lighting on Beacon Street.

D-4. Streets important for pedestrian access to Brookline High School

Although the high school is outside the most densely developed portions of North Brookline, the high school is an important destination for those who live within the most densely developed areas. The high school is also close enough to be walkable for many residents. The distance between Coolidge Corner and the High School via Park Street and Greenough Street is less than a mile. The distance between the High School and Beacon Street west of Washington Square is less than one mile. The streets that are most important for access to the high school from densely developed neighborhoods are:

Greenough Street
Tappan Street
Cypress Street
Davis Street

D-5. Residential neighborhoods surrounding commercial area

Some commercial areas in North Brookline are surrounded by high-density residential development. Residents of these neighborhoods are likely to make extensive use of sidewalks for transportation, including to reach the varied businesses in these commercial areas. Many such residents are likely to prefer to have pedestrian-scale lighting within their entire neighborhoods. The residential density may be enough to justify the costs in the neighborhoods discussed below:

Coolidge Corner. Pedestrian-scale lighting should be added to all or part of the following streets where they have dense residential development. (Some of these streets have already been identified as being important for pedestrian transportation.)

- Marion
- Vernon
- Park
- Webster Street
- Alton Place
- Stearns Road
- Littell Road
- Sewall Avenue
- Longwood Avenue
- James Street
- Pleasant Street
- Parkman Street
- John Street
- Green Street

8.A.

- Babcock Street
- Centre Street
- Summit Avenue
- Short Street

St. Mary's Commercial Area

The only dense residential development near the St. Mary's commercial area and off Beacon Street is on Carlton Street between Beacon Street and Monmouth Street and perhaps on Monmouth Street east of Carlton.

JFK Crossing

There is dense residential development on Williams Street, Centre Street, Winchester Street, and Fuller Street. The Brookline Senior Center is located on Winchester Street between Williams and Fuller. Center Communities of Brookline operates a senior residence at 100 Centre Street and is planning another between Williams and Fuller. Pedestrian scale lighting should be extended to include Centre Street, Williams Street, Winchester Street (from Beacon to Fuller), and Fuller Street between Harvard Street and Winchester Street.

Washington Square

In addition to the dense residential development along Beacon Street near Washington Square, there is dense development south of Beacon Street, especially west of the Washington Street intersection. The residential streets with enough density to be good candidates for pedestrian-scale lighting are:

- Fairbanks Street between Beacon Street & Washington Street
- University Road immediately south of Beacon Street
- Winthrop Road immediately south Washington Street
- Tappan Street immediately south of Beacon Street
- Dean Road between Beacon Street and Beaconsfield
- Garrison Road
- Claflin Road
- Rawson Road between Garrison and Claflin Road

D-6. Pedestrian Lighting at Crosswalks

Pedestrians need to be able to cross streets safely. To do so, pedestrians must be visible to motorists when they are adjacent to and when in cross walks. Further, pedestrians should be visible to motorists as pedestrians approach crosswalks since motorists are required to yield to pedestrians. Lighting designers recommend that lights be placed so that pedestrians are well illuminated both on the sidewalk and in the crosswalk for approaching motorists. Additionally, the Town of Brookline should continue to expand their "daylighting" program to limit parking on the approach side to crosswalks to increase visibility as well.

8.A.

The need for improved lighting is particularly great at unsignalized intersections. At signalized intersections, pedestrians are relatively safe during the “walk” phase of the signal cycle, with the exception of turning vehicles. At unsignalized intersections without stop signs, motorists are free to proceed unless they see pedestrians. Because of the need for motorists to have a good view of pedestrians, lighting is needed that makes pedestrians visible.

As plans are developed for the expanded network of sidewalks with pedestrian scale lighting, it is important that illumination of crosswalks be considered in placement of new light poles.

An assessment is needed also of the adequacy of illumination of pedestrians in unsignalized crossings of Harvard Street between the School/Aspinwall intersection and Beacon Street.

APPENDIX E. How the Pedestrian-Friendly Lighting Committee Conducted its Work

Beginning with its launch in November, 2019, the Committee held six regular meetings in 2019 and 2020:

Nov 4, 2019; Dec 2, 2019

Jan 6, 2020; Feb 3, 2020; Mar 9, 2020; Apr 21, 2020 (via Zoom)

In addition, on November 18, 2020, the Committee conducted a field trip to observe evening lighting conditions first-hand.

Jennifer Pieszak, a professional lighting designer who is also a Brookline resident and Committee member, gave a presentation to the Committee on January 6, 2020 on technical considerations for street lighting. The Committee agreed that many, if not all, of the design criteria and information provided in the presentation should be included in future considerations of street lighting proposals to meet guidelines for pedestrian-friendliness.


In between meetings, individual members spent time observing pedestrian lighting along a number of Brookline's major streets. Peter Ditto, then DPW Director of Engineering, provided some initial ballpark cost estimates for deploying pedestrian street lighting. Todd Kirrane, Transportation Administrator, later provided actual cost figures and lighting pole/fixture designs from the Pearl Street and Gateway East projects. Erin Chute Gallentine, then Director of Parks and Open Spaces, met with the Committee in March 2020 to discuss the lighting situation in the Town's parks.

In order to determine the need and support for wider implementation of pedestrian-friendly lighting, Frank Caro and Jesse Hefter gave a presentation about the Committee's work to the Bicycle Advisory Committee (February 5, 2020), and Frank Caro presented to BrooklineCAN's Livable Community Advocacy Committee. Both groups responded positively to the Committee's presentation. Frank had also reached out to the Town's Economic Development Advisory Board, but had not yet given a presentation to that body.

APPENDIX F. Brookline Lighting Fixture Styles and Locations

The images on the following pages are from a presentation that Brookline DPW Engineering provided to the Pedestrian Friendly Lighting Committee.

Please note: “Dark Sky Approved” or “Dark Sky Compliant” are no longer a current means of evaluating the performance of a specific luminaire and have been superseded by the more accurate BUG rating system. See Glossary.



Brookline Village District

King Luminaire Cambridge Pendent


FEATURES

- Dark Sky Approved
- Because of lower profile pole it requires more poles per street than traditional cobrahead lighting
- Lower profile pole provides light to sidewalk and roadway
- Power source is cabinet controlled, billing done based on actual usage

FIXTURE TYPES

Cambridge Pendent LED Fixtures

- Harvard Street (Webster Place to Washington Street)
- Washington Street (Station Street to Town Hall)
- Pearl Street
- Station Street
- Future Washington Street (Townline to Boylston Street)



Harvard Street Corridor

Philips-Lumec Domus Pendent

FEATURES

- Dark Sky Approved
- Because of lower profile pole it requires more poles per street than traditional cobrahead lighting
- Lower profile pole provides light to sidewalk and roadway
- Power source is cabinet controlled, billing done based on actual usage

FIXTURE TYPES

- LED Fixtures (Town standard)**
 - Coolidge Corner School to Beacon Street
 - School Street to Webster Street
- High Pressure Sodium Fixtures (installed pre-LED fixture availability)**
 - Beacon Street to School Street



Beacon Street Commercial Districts

King Luminaire

Solitaire Pendent (Street side)

Cambridge Pendent (Sidewalk side)

FEATURES

Dark Sky Approved

Shorter arm requires more poles per street than traditional cobra-head lighting

Lower profile sidewalk side fixture provides light to sidewalk

Power source is cabinet controlled, billing done based on actual usage

FIXTURE TYPES

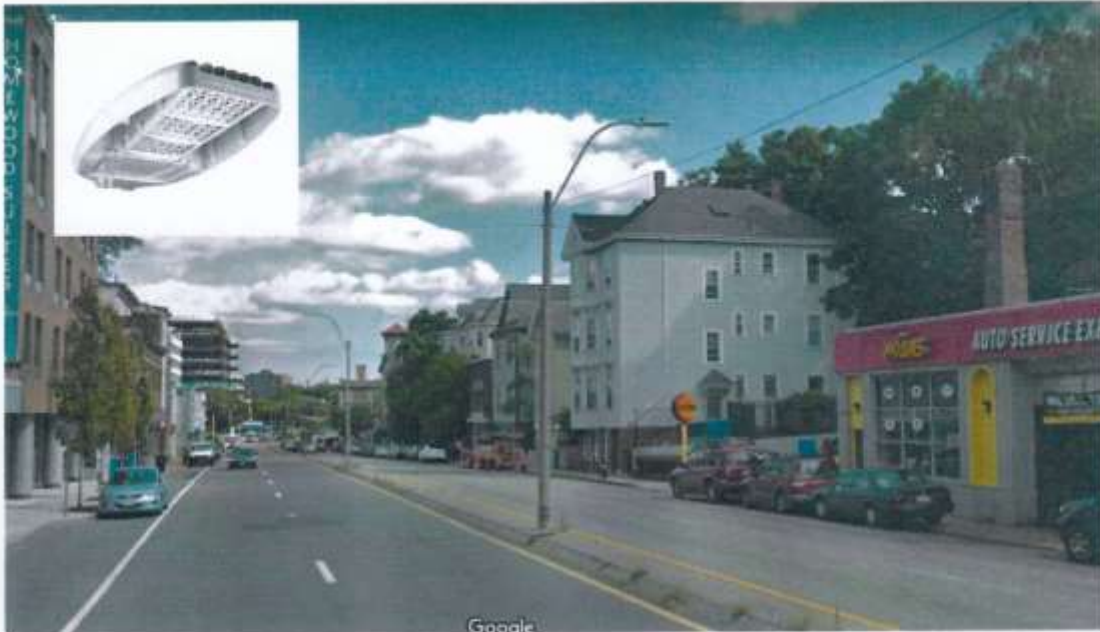
Solitaire Pendent Fixtures

Original fixtures are Metal Halide

Newer fixtures are LED (Town standard is now LED)

Cambridge Pendent Fixtures

Induction Fixtures (now available in Town standard LED)



Town-wide Cobrahead Lighting

LED Roadway NXT Luminaire

FEATURES

Dark Sky Compliant

Luminaire wattage and type based on maximum coverage of roadway given existing pole locations

LED directionality provides minimal lighting for sidewalk

Power source controlled by photocell, billing based on Eversource equation for average hours

FIXTURE TYPES





NXT LED Luminaire

28 (50 HPS equivalent) watts to 158 (400 HPS equivalent) watts

APPENDIX G. Maps of Key Walking Routes in Brookline

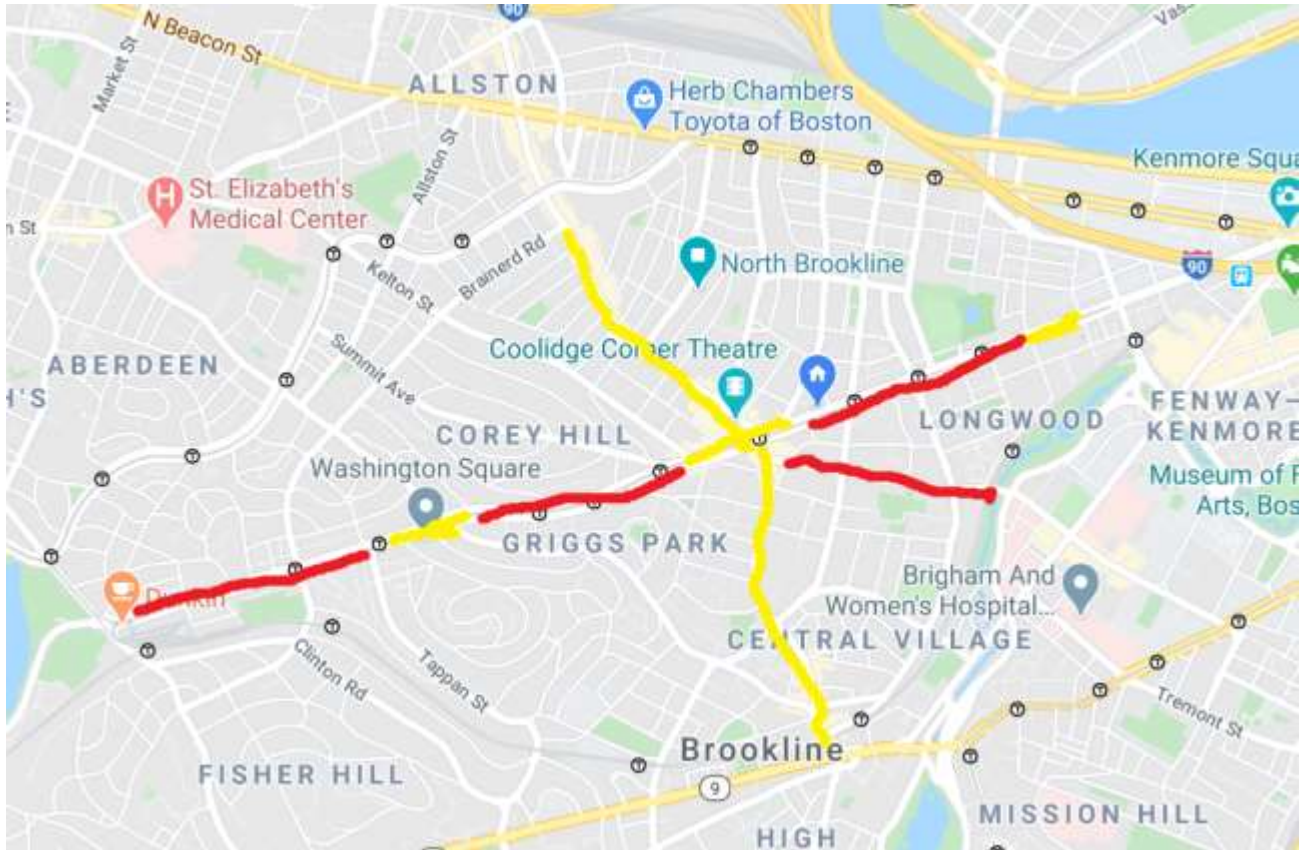
2014 Overview of Main Walking Routes (from a Frank Caro presentation)
(red circles indicate primary commercial districts)

Sidewalk classification

	AAA (red)	Highest priority
	AA (green)	Second tier for priority treatment
	A (blue)	Third tier for priority treatment
	S	Standard



**Main Walking Routes with and without Pedestrian-Scale Lighting:
Beacon Street, Harvard Street, Longwood Avenue**



Key: Existing Pedestrian-Scale Lighting: YELLOW

New lighting needed: RED

MEMORANDUM

TO: Select Board

FROM: Monique Baldwin, Cannabis Licensing & Mitigation Coordinator

RE: Mission MA, Inc. Town-approved Opening Plan

DATE: July 23, 2021

This memo is to notify the Select Board that Town Staff has reviewed and approved Mission's Opening Plan.

Mission MA, Inc. held a Community Meeting on July 22, 2021, at 6:00 pm in which eighteen members of the community were present. Mission will appear before the Select Board on August 3, 2021, to provide a short overview of the Community Meeting, its Opening Plan, and an update regarding its Diversity Plan. Finally, at the Select Board hearing Mission will present its Phase 4 Plan which will result in the fulfillment of Condition Number 31.

The Town-approved Opening Plan is attached.



***Mission Dispensary Brookline
1024 Commonwealth Avenue
Brookline MA, 02215***

Opening Plan

Opening Day

Mission excitedly anticipates an opening date of Saturday, August 7th 2021. In accordance with the conditions of Mission's Marijuana Establishment License it obtained from the Town of Brookline, Mission shall commence adult use sales on a Saturday. This opening is being described as a "soft opening" and Mission will not be advertising the opening, however it is expected that both regular media and social media will report the dispensary's opening.

Mission will be open Monday through Saturday from 10:00am to 8:00pm, and from 12:00pm to 6:00pm on Sunday's. As requested by the Town, Mission will not allow customers to enter the dispensary within 15 minutes prior to closing on any day of the week.

Mission will implement Town-recommended measures for the opening plan, which may include, but are not limited to, an appointment-only system, ensuring at least one staff member be located outside of the entrance of the dispensary to prevent the formation of lines and crowds, and the hiring of one or more additional detail officers.

Mission will utilize OSHA's guidelines to help its employees and managers manage its crowds during the opening month of operations. These OSHA guidelines have been prepared to help employers manage crowds during the holiday shopping season, or other events where large crowds may gather, and as a result provide a good basis for the store opening.

Crowd management planning will begin in advance and will include crowd management, pre-event setup, and emergency situation management planning. Based on OSHA recommendations, Mission will implement a plan that includes the following elements:

Planning

1. Mission will hire additional staff as needed and have trained security, crowd management personnel and/or police officers on site.
2. Mission will create a detailed staffing plan that designates a location for each worker.

10.A.

3. Employees will receive specific training to manage the opening of the store.
4. Mission has contacted local fire and police agencies and ensured that the store meets all public safety requirements, that all permits and licenses have been obtained and that local emergency services, including the local police, fire department and hospital, are aware of the opening. Mission will also utilize it's strong relationship with Lieutenant Paul Cullinane and Brookline Police Department to ensure Mission staff knows the role of the Police Officer on duty.
5. Mission has designated the General Manager and Alternate Managers to contact local emergency responders if necessary.
6. Mission has designated the General Manager and Alternate Managers to make key decisions as needed during the event.
7. Mission has installed legible and visible signs that describe entrance and exit locations, store opening times, and other relevant information, to be in accordance with state and local required signage.
8. Mission will train workers on best practices crowd management procedures and provide them with an opportunity to practice the special event plan. Mission will include local public safety agencies if appropriate.
9. Mission has, and will continue to, cultivate relationships with neighboring local businesses of Commonwealth Avenue. Mission has also informed these neighboring businesses and stakeholders of the dispensary's opening day plans.

Website

1. To help provide guidance and manage the expectations of our guests, the following information will be prominently displayed on our website prior to commencing adult use sales:
 - A statement that Mission Brookline is "Reserve Ahead Only" and that no walk-in guests will be permitted without a confirmed reservation.
 - A reminder that double parking on Commonwealth Ave is prohibited and strictly enforced.
 - Provide links to parking in the local area.

Pre-Event Setup

1. Mission will set up indoor stanchions for crowd management well in advance of customers arriving at the store.
2. Mission will designate workers to explain approach and entrance procedures to the arriving public, and direct them to interior lines or entrances.
3. Mission will ensure that outside personnel have radios or some other way to communicate with personnel inside the store and emergency responders.
4. Mission will communicate updated information to customers waiting in the store as needed.

During Hours of Operation

1. Mission will ensure that all employees and crowd control personnel are aware of the opening time.

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2. Mission will ensure the rear staff entrance is only accessible by badged agents with access key cards and appropriate credentials
3. Mission will ensure crowd and entry management measures at the entrance of the dispensary.
4. Mission will always provide a safe entrance for people with disabilities. Our facility is ADA accessible.

Emergency Situations

1. Employees will be instructed not to restrict egress or block or lock exit doors.
2. Employees will be instructed to call the Brookline EMT in case of a medical emergency.
3. Instruct employees, in the event of an emergency, to follow instructions from authorized first responders, regardless of company rules.
4. All employees will be trained on the the dispensary's Evacuation Plan

Additional Operational Efficiencies

1. Mission will have staff on the sales floor with the ability to place orders for customers who have reserved an appointment with handheld tablets, increasing the amount of throughput and average speed per transaction.
2. Mission will be accepting online orders, which will be placed in advance of a customer's arrival. Customers with pre-orders will be expedited to the point-of-sale.
3. Mission will provide customers with product pricing and have consumer educational materials available in the store, enabling the customer to plan out their order prior to approaching a transactional staff member.

Customer Demand Management and Queuing

To help manage in-store crowd control, customers will have the ability to reserve an appointment online to place orders on an in-store express ordering tablet. These tablets will allow customers to place express orders while on the sales floor, or while waiting in line – dramatically decreasing the amount of time spent inside of the dispensary. Mission can also designate POS stations for express line service or to support in-store shoppers, based on real-time demand.

For example, if online order pickups are declining in volume, Mission can quickly and easily support in-store shopping, and vice versa. There will always be at least 2 POS stations dedicated to express line pick up. It is anticipated that customers will spend less than 5 minutes in the store on average.

If the sales floor is at capacity, a Mission staff member at the entrance will let customers know that the store is at capacity and approximately how long the wait is. Customers will be provided with menus and encouraged to place an order online using a mobile device. Customers who choose to place an online order will receive a text message with a link to Mission's current menu and have the ability to place their orders and schedule pick up times. Customers who prefer to shop in-store will have the option to enter a digital queue by providing their phone number. After the customer receives the text message to return, they must do so within 10

minutes, otherwise their place in the digital queue is surrendered and the next customer waiting will be served.

Queuing outside the premises will be prohibited and strictly enforced. When the store can accept more customers into the queue, they will be notified by text message that they can now return to the store and enter the sales floor. The customer will return to the store, present their ID to verify their age and then they will be let into the facility. Once inside, customers will be directed onto the sales floor to queue up to complete their transaction at one of our POS stations.

To prevent loitering on Commonwealth Avenue and neighborhood streets, Mission will always have sufficient staff and/or Mission-employed security agents to monitor and manage all customer queues, exits, and immediate areas around the premises. In addition to educating guests that they cannot wait outside the facility, Mission will encourage guests to visit neighboring businesses to mitigate queuing on the sidewalk, while incentivizing customers to shop and frequent other establishments on Commonwealth Ave.

To prevent double parking on Commonwealth Ave., Mission's management and/or security staff will inform the driver that they are parked illegally and be requested to move their vehicle. The driver will also be notified that should they attempt to double park a second time, they will be refused service and the Brookline Police will be notified.

Transportation Management Strategies

To mitigate the amount of traffic and lack of parking within the area, Mission will employ a number of strategies aimed at promoting alternative forms of transportation including but not limited to:

1. Providing employees with a 100 % parking subsidy at MBTA lots;
2. Providing employees that choose to drive with a 100% parking subsidy for off street parking on private property;
3. Enforcing a strict policy prohibiting employee parking on public streets. Employees found to be in violation while working will be subject to corrective actions including up to termination;
4. Fully subsidized T passes, parking at MBTA lots, or BLUEBikes memberships for employees;
5. Installation of bicycle wall racks in a bicycle storage room with space for 3 to 5 bicycles to encourage employees to bike to the Site; and
6. Installation of 2 public bicycle racks on Commonwealth Avenue.

Phase 4 COVID Considerations

10.A.

In accordance with the Commonwealth's COVID-19 Phase 4 retail provisions, the current parameters of Phase 4 do not place any limitations on our business operations and, as permitted, Mission Brookline intends to open at 100% capacity, and will continue to use best practices in regard to:

- a. Having hand sanitizer available to all customers and staff
- b. Performing regular cleanings of high touch surfaces daily
- c. Using a contracted professional cleaning service to perform cleanings at least three times per week
- d. Posting signage to encourage, but not require, staff and customers to wear masks while inside of the dispensary

The company will continue to monitor Federal, State and local guidelines and update our policies and practices as recommended to ensure our staff, customers and the Brookline community remain healthy and safe.



RECRUITMENT, SOURCING, DIVERSITY & INCLUSION GOALS

Mission Brookline's Diversity & Inclusion Goals		Was Goal Achieved?	If Yes, How?	If Not, Why?
1	Mission will use best efforts to achieve its hiring goals of an overall staff of 50% women	In Progress	N/A	Women: 10 out of 23 employees identified as women (43%) Mission will continue to use best efforts towards achieving our goal of 50% women employees.
2	Mission will use best efforts to increase its hiring goals of BIPOC management from 33 percent to 50 percent, all of which will be eligible for company stock options pursuant to company policy	Yes	Mission has exceeded its goal of hiring a store management team of at least 50% BIPOC: Managers = 2 out of 3 are BIPOC (67%)	N/A
3	Mission will use best efforts to increase its hiring goals of BIPOC associates from 33 percent to 50 percent	In Progress	N/A	Associates = 5 out of 12 identified as BIPOC (41%) Mission will continue to use best efforts to ensure we meet and maintain our goal of 50% BIPOC associates
4	Mission will use best efforts to outreach to prospective employees who are disabled, veterans and LGBTQIA+. There will also be a goal of 20 percent of employees who have a cannabis-related CORI	In Progress	N/A	Mission plans to continue using best efforts to outreach prospective employees to reach its 20% hiring goal of those who have a cannabis-related CORI's, are disabled, identify with the LGBTQIA+, are of Veteran status, and / or have a cannabis-related CORI to reach its goal
5	Participating in career fairs in underrepresented and minority communities, particularly those in commuting proximity to Brookline at least twice per year	In Progress	N/A	Mission is still in the hiring process and plans to participate in underrepresented and minority communities in close proximity to Brookline at least twice per year
6	Providing cultural training on cultural sensitivity and recognizing unconscious bias at least once per year	In Progress	N/A	Mission plans to hold annual training sessions incorporating topics of cultural sensitivity and recognizing unconscious bias
7	Using suppliers who have a demonstrated commitment to diversity and inclusion	Yes	Mission has entered into a service agreement with Eagle Eyes Transport (a Minority Owned Business) to handle cash delivery/pickup for Mission Brookline	N/A
8	Mission will engage Tito Jackson for a minimum of one (1) year to assist with the implementation of the Diversity Plan and report back to the Select Board	Yes	Mission has entered into a one-year agreement with Tito Jackson to assist with the implementation of the Diversity Plan	N/A



July 21, 2021

Delivered electronically to:

lgellineau@brooklinema.gov

Dr. Lloyd Gellineau
Diversity, Inclusion and Community Relations Office
11 Pierce Street
Brookline, MA 02445

mbaldwin@brooklinema.gov

Monique Baldwin, Cannabis Coordinator
Office of the Select Board
333 Washington Street
Brookline, MA 02445

A Status Report on the implementation of Mission MA, Inc. (Mission Brookline's) Diversity & Inclusion Plan

Dear Dr. Gellineau and Ms. Baldwin:

We are pleased to submit the following implementation status report in order to meet our 2021 Select Board License conditions. Mission's Diversity and Inclusion Plan is focused on increasing the representation of women and minorities and maintaining an inclusive environment where everyone has the opportunity to thrive and grow within the company.

We believe in creating and sustaining a robust policy of inclusivity and diversity, and strive to ensure that Mission's customers see themselves in the makeup of our employees. We recognize that due to systematic inequalities, maintaining diversity in the workforce requires special attention to ensure our practices are actively working towards a more equitable workplace. We also recognize that meaningful engagement in supporting diversity is key to the integrity of a company's commitment to its community.

Mission is dedicated to creating a diverse culture with a commitment to equal employment opportunities for all individuals. Mission's diversity plan is designed to promote equity among minorities, women, veterans, people with disabilities, and people of all gender identities and sexual orientations. Mission will continue making every effort to employ and advance in employment qualified and diverse people at all levels within the company.

In anticipation of our targeted opening date of August 7, 2021, Mission has made the following progress toward achieving the goals relative to its hiring and D&I plan:

10.A.

- ❖ Mission's management team currently consists of 67% BIPOC individuals, exceeding its original goal of 50% and will continue to use best efforts to maintain its goal of 50% BIPOC management. In addition, all managers are eligible for company ownership in the form of stock options pursuant to company policy.
- ❖ Mission is working toward achieving its goal of hiring a staff consisting of at least 50% women overall and is currently at 41%.
- ❖ Mission's hiring goal for BIPOC associates is 50%. As of today, we have achieved a BIPOC staff of 43%. Mission will continue to use best efforts to achieve its goal of 50% BIPOC staff overall.
- ❖ To meet its overall goals of a diverse and inclusive staff, Mission will participate in career fairs in underrepresented and minority communities, particularly those in commuting proximity to Brookline at least twice per year. Mission plans to hold its first career fair by Q2 2022.
- ❖ To meet its goal of providing cultural training on cultural sensitivity and recognizing unconscious bias at least once per year, Mission has scheduled this training to occur by Q2 2022.
- ❖ To meet its goal of using suppliers who have a demonstrated commitment to diversity and inclusion, Mission has contracted with Eagle Eyes Transportation, a minority owned business who have demonstrated a commitment to diversity and inclusion. Mission will continue to engage, and give preference to, suppliers who have a demonstrated commitment to diversity.
- ❖ Mission has engaged Tito Jackson for one year to assist with the implementation of its Diversity Plan and report back to the Select Board.
- ❖ Mission will use best efforts to outreach to prospective employees who are disabled, veterans and LGBTQAI+. Mission has committed to a goal of 20 percent of employees who have a cannabis-related CORI.

Mission's leadership teams are committed to successful implementation of Mission's Diversity Plan. Mission's executive management team believes that increased diversity will provide Mission with a richer perspective and approach to its business.

Thank you again for your time and ongoing support!

Derek Stewart
VP, Retail Operations
Mission Dispensaries

Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Mon 7/26/2021 1:56 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Marissa Vogt
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Transportation Board
What type of experience can you offer this Board/Commission?	Please see attached letter
What type of issue would you like to see this Board/Commission address?	Please see attached letter
Are you involved in any other Town activities?	Pedestrian Advisory Committee, Town Meeting Member P4
Do you have time constraints that would limit your ability to attend one to two meetings a month?	My availability should not be an issue as long as I can attend meetings over Zoom
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	marissa_vogt_tboard_application.pdf

Email not displaying correctly? [View it in your browser.](#)

[EXTERNAL EMAIL] [CAUTION] This email originated from a sender outside of the Town of Brookline mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

26 July 2021

To the Brookline Select Board:

I am writing to apply for one of the vacant positions on the Transportation Board. I have been a Brookline resident for 7 years and since 2020 I have been a member of the Pedestrian Advisory Committee (PedAC) and a Town Meeting Member for Precinct 4. I believe I would bring a valuable perspective to the Transportation Board through my experience as a Brookline pedestrian and non-car owner, passion for social justice and equity, and quantitative data analysis skills.


One of my motivations in applying to serve on the Transportation Board is to ensure that the Board membership includes an advocate for pedestrians and other non-vehicle modes of transit. Though Brookline has now adopted a Complete Streets policy we have, in my opinion, historically yielded too much of our public way to private vehicle use and parking. As a pedestrian who is often pushing a double stroller, I am keenly aware of how our street and sidewalk design choices – including signal timings, the presence or absence of curb cuts, and sidewalk width and maintenance – affect pedestrian safety and comfort, particularly for the mobility impaired. I am not much of a cyclist but I do recognize the importance of bicycling for transportation and recreation and I strongly support improving our bicycling infrastructure.

I am also motivated to serve on the Transportation Board to ensure that Brookline's transportation decisions are made with social justice and equity issues in mind. For example, while environmental concerns might motivate us to maintain Brookline's overnight parking ban as a way to discourage car ownership, we must also be aware that the policy most adversely affects our low-income residents. I would also like to see the Transportation Board take a more active role in the recent community discussions about the role of policing in our community since, as the final report of the Task Force to Reimagine Policing in Brookline noted, "(t)raffic enforcement is one of the most frequent, if not the most frequent point of contact between police and citizenry". I am also aware of how our transportation choices, especially our support for public transit, affect folks who need to get to work or school on time and the accessibility of town resources.

I look forward to attending a future Select Board meeting to further discuss what I would bring to the Transportation Board and to answer any questions you might have for me. Thank you for your consideration.

Sincerely,

Marissa Vogt (she/her/hers)



Marissa F. Vogt

12 Tabor Place
Brookline, MA 02445

Cell: (617) 686-1782
vogt4brookline@gmail.com

Education History

- 2006-2012 *University of California, Los Angeles – Los Angeles, CA*
Ph.D., Geophysics and Space Physics, 2012.
Thesis title: “Structure and Dynamics of Jupiter’s Magnetosphere”
M.S., Geophysics and Space Physics, 2009.
- 2002-2006 *Massachusetts Institute of Technology – Cambridge, MA*
B.S. Earth, Atmospheric, and Planetary Sciences, 2006
B.S. Physics, 2006

Professional Experience

- 4/2014 - present *Center for Space Physics, Boston University, USA*
Currently a Senior Research Scientist in planetary space physics research.
Work includes analyzing data from current NASA missions at Jupiter and Mars, telescope observations, and modeling. Funded by a National Science Foundation Postdoctoral Fellowship from 2016 to 2018.
- 3/2012 – 3/2014 *University of Leicester – Leicester, United Kingdom*
Postdoctoral Research Associate in Comparative Planetary Magnetospheres

Professional Highlights

- Science team member for two ongoing NASA missions: MAVEN at Mars, Juno at Jupiter
- Over 50 peer-reviewed papers and book chapters published as first author or co-author
- Awarded the Prix Baron Nicolet from the Royal Academy of Sciences, Letters and Fine Arts of Belgium, 2012
- Supervised five undergraduate researchers since 2015
- Taught freshman physics as adjunct faculty at Wentworth Institute of Technology in 2015
- Full CV available at <http://sites.bu.edu/marissavogt/>

Personal Activities and Interests

- Brookline Town Meeting Member and Pedestrian Advisory Committee member since 2020
- Journalism: current alumni advisory board member for MIT’s student newspaper *The Tech* (former News Editor); former Chair of the UCLA Student Media Board

Pedestrian/Transportation Experience

- Non-car owner since 2012
- Has walked on almost every street in North Brookline (see purple lines in map at right), frequently with a double stroller
- Earned the “Earth” Fitbit badge (7,900 lifetime miles) in May 2020 and Satellite badge (35,000 lifetime floors) in May 2021
- Passionate about public transportation, ensuring that Town resources focus on helping our most vulnerable residents (including the mobility impaired and socioeconomically disadvantaged), & government transparency and community outreach





**Transportation Board
(As of 7/30/21)**

MEMBERS:

Christopher Dempsey, Chair.....Term expires 2021 (not applying for reappointment)

Jonathan Kapust.....Term expires 2022 reappointed 12.5.19

VACANT.....Term expires 2021

Leonard WholeyTerm expires 2023

Nancy Moore.....Term expires 2023

Ali Tali.....Term expires 2021 (not applying for reappointment)

STATUS

There are three vacancies five applicants listed below.

NEW APPLICANTS

Ryan Keefe interviews for appointment 7/6/21

Brian Kane interviews for appointment 7/6/21

Emily Jacobsen interviews for appointment 7/27/21

Paul Hanna interviews for appointment 7/27/21

Wendy Friedman interviews for appointment 7/27/21

Jesse Hefter interviews for appointment 7/27/21

Marissa Vogt interviews for appointment 8/3/21

Sean Leckey has not replied with interview availability

Fw: White paper on the Town's American Rescue Plan Act - A Planning for Brookline Community Engagement

Heather A. Hamilton <hhamilton@brooklinema.gov>

Fri 7/30/2021 10:50 AM

To: Devon Fields <dfields@brooklinema.gov>

Cc: Raul Fernandez <rfernandez@brooklinema.gov>

 2 attachments (19 KB)

Brookline Community Engagement for ARPA Fund Planning-2.docx; david.vcf;

Please include in the packet for the ARPA discussion.

~Heather

Heather Hamilton

Chair, Brookline Select Board

333 Washington St., 6th floor

Brookline, MA 02445

hhamilton@brooklinema.gov | (617) 651-0776

*[Please give to Brookline's Safety Net Fund](#), providing emergency funding for rent, utilities, food and other needs to anyone who lives, works, or goes to school in Brookline. That includes Brookline's METCO families, small business owners, and employees – all regardless of documentation status. Assistance is available in multiple languages. **Call 617-277-8107 for support.***

From: Heather A. Hamilton <hhamilton@brooklinema.gov>

Sent: Thursday, July 29, 2021 4:04 PM

To: Melvin Kleckner <mkleckner@brooklinema.gov>

Subject: Fw: White paper on the Town's American Rescue Plan Act - A Planning for Brookline Community Engagement

Let's chat about this at some point.

~Heather

Heather Hamilton

Chair, Brookline Select Board

333 Washington St., 6th floor

Brookline, MA 02445

hhamilton@brooklinema.gov | (617) 651-0776

*[Please give to Brookline's Safety Net Fund](#), providing emergency funding for rent, utilities, food and other needs to anyone who lives, works, or goes to school in Brookline. That includes Brookline's METCO families, small business owners, and employees – all regardless of documentation status. Assistance is available in multiple languages. **Call 617-277-8107 for support.***

From: David Lescohier <david@lescohier.com>
Sent: Friday, July 16, 2021 9:21 PM
To: Heather A. Hamilton <hhamilton@brooklinema.gov>
Cc: Naomi Sweitzer <justicedoit@yahoo.com>; bonniebastien@gmail.com <bonniebastien@gmail.com>;
deborah.brown1@comcast.net <deborah.brown1@comcast.net>
Subject: White paper on the Town's American Rescue Plan Act - A Planning for Brookline Community Engagement

Greetings Heather,

Naomi Sweitzer, Bonnie Bastien, Deborah, and I have drafted the attached ARPA Community Engagement Plan for your consideration.

We believe the plan maps a promising course to transform Brookline into a more just, equitable, and inclusive community, as we emerge from the COVID crisis.

The plan's highest priority and focus is to ensure that the allocation of the funds takes into account the points of view, lived experience, and recommendations of the most impacted and those who work directly with them.

As a next step, Naomi and I would like to set up a personal meeting with you for your reaction and feedback. Please let us know when you would be available, possibly next Friday the 23rd. We look forward to hearing from you and are hopeful that we may contribute to Brookline's roll out of ARPA recovery funding.

Best,
David Lescohier

--

Please VOTE YES on May 4th, Question 2, the Community Preservation ACT. For information go to

<http://brooklinecommunityact.org/>

If you live in Brookline MA, join me in reducing your carbon footprint immediately by "Opting Up" to 100% renewable electricity through our town's verified "Brookline All Green" plan. It takes one minute, costs very little extra, and doesn't change your billing or electric service.

Go to <https://brooklineoptup.com/>.

[EXTERNAL EMAIL] [CAUTION] This email originated from a sender outside of the Town of Brookline mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Brookline Community Engagement for ARPA Fund Planning

Recently the Massachusetts COVID state of emergency has been lifted. But the crisis is not over. Right now, it feels like going outside to inspect the damage after a night of howling hurricane winds and flooding.

As with a hurricane, earthquake, or forest fire, it is understood that under these circumstances, the Federal government must step in to offer a helping hand.

How to begin?

The Federal American Rescue Plan Act (ARPA) funds (up to \$43 million) offer the Town an opportunity to address pressing needs for people disproportionately impacted by COVID-19. In order to identify views and recommendations regarding how the ARPA funds should be spent meaningfully, the Brookline community engagement plan must involve the most impacted and those who work directly with them. The aim of the plan must, as its highest priority and focus, ensure that the allocation of the funds takes into account the points of view, lived experience and recommendations of these experts.

Implementing a layered, multi-pronged engagement strategy will best achieve the breadth and depth of input needed to inform the Town's plans for the funds.

Barriers include:

- Lack of internet and access to phone or computer,
- Unpredictable work schedules and work hours outside of typical business hours,
- Lack of childcare or inability to pay for childcare,
- Accessibility issues related to a disability or health needs,
- Language barriers, and
- A lack of understanding of and/or mistrust of government systems.

The Town should consider:

- **Partner with the Brookline Community Foundation** to lead the Town's efforts to reach households most impacted by COVID and the organizations that work with them. The BCF is well positioned in the community to lead and coordinate these strategies.
- **Enlist the support of key organizations and groups** that are comprised of or work directly with those most impacted by COVID to get their views on three things:
 - The Town's engagement plan,
 - Their willingness and ability help with community engagement, and
 - Thoughts on the community's needs.

(See the last page for a list of community groups)

12.A.

- **Host workshops** for community members to learn about ARPA funding and the process to submit proposals. Bring together community leaders, community members, non-profit organizations, faith-based organizations, small businesses, town officials, and industry representatives to better understand the process and guidelines.
- **Conduct focus groups** of community members most impacted by COVID. With help from the BCF and other key organizations, contact hard-to-reach groups. Bring the focus groups to the attendees--where they are most likely to show up. Consider using both in person and virtual formats.
- **Host a community charrette** open to anyone to offer an interactive format for suggestions on the use of the funds. Consider the benefit of doing two charrettes—one in person and one virtual using breakout groups to increase attendance and accessibility.
- **Create a campaign** in partnership with community organizations. The campaign should include social media, BIG and print media, and a paper survey available at key locations such as the libraries, public housing, the Teen Center, the Senior Center, etc.
- **Post information about ARPA** and the Town process of community engagement and decision making on the Town website that can be easily accessed by the public in one place as has been done with COVID announcements.
- **Support Town Departments to prioritize projects for ARPA using an equity analysis lens** to determine if proposed projects meet the Treasury, State and Town objectives of using ARPA funds for people disproportionately impacted by COVID-19.

Potential Community Engagement Partners (not an exhaustive list)

Brookline Commission for Women
 Brookline Commission on Disability
 Brookline Community Aging Network (BCAN)
 Brookline Asian American Family Network (BAAFN)
 Brookline Community Foundation (BCF)
 Brookline Food Pantry & Thrives
 Brookline for Everyone (B4E)
 Brookline for Racial Justice and Equity (BRJE)
 Brookline Housing Authority (BHA)
 Brookline Interfaith Clergy Association
 Brookline Community Mental Health Center
 Brookline Neighborhood Association(s)
 Brookline People of Color Group
 Brookline Rotary
 Brookline Senior Center
 Brookline Teen Center (BTC)
 Build a Better Brookline
 Chamber of Commerce
 Commission for Diversity, Inclusion & Community Relations (CDICR)
 Housing Advisory Board (HAB)
 Mutual Aid Brookline (MAB)
 Special Education Parent Advisory Council (SEPAC)
 Steps for Success
 Council on Aging
 Brookline Inspo Expo
 Center Communities of Brookline
 Coolidge Corner, Village, & Wash. Square Merchants Library
 Veterans Services Office
 Town Meeting Member Association



Town of Brookline

Massachusetts

HOUSING ADVISORY BOARD

Roger F. Blood, Chair
 Pam Goodman
 Heather Hamilton
 Steven A. Heikin
 Michael H. Jacobs
 Jonathan Klein
 Rita McNally
 Jennifer M. Raitt

333 Washington Street
 Brookline, MA 02445
 (617) 730-2130
 FAX (617) 730-2442

To: Brookline Select Board

From: Roger Blood, Chair Housing Advisory Board
 Virginia Bullock, Senior Housing Planner

Re: Preliminary Commitment for BHA's 32 Marion Street Affordable Senior Housing Project

Date: August 3, 2021

On July 21st the Housing Advisory Board met to review the status of the Brookline Housing Authority's project at 32 Marion Street, including a request for a preliminary commitment of \$6.525 million in Housing Trust funds per the Memorandum of Agreement between the Town and Welltower, Inc. voted on by Town Meeting in June of 2020.

The HAB is very pleased with the progress on this project to date and looks forward to working with the BHA to produce 115 new units of much-needed affordable housing for low-income seniors. A preliminary commitment of Housing Trust funds at this time will allow the BHA to continue forward in the process of leveraging state and federal funds with an ambitious goal of beginning construction by the end of 2022.

The HAB voted unanimously to recommend that the Select Board make a preliminary commitment to the Brookline Housing Authority for its project at 32 Marion Street, as follows:

"The Select Board of the Town of Brookline is pleased to make a preliminary commitment of up to \$6.525 million to the Brookline Housing Authority for the proposed 115-unit affordable housing project at 32 Marion Street. This commitment will be fulfilled by the Brookline Affordable Housing Trust. Conditions for this commitment include the following:

- Success in securing a Comprehensive Permit for the project;
- Success in securing non-Town funding resources adequate to develop and finance the project as proposed;

13.A.

- Establishment of affordability restrictions in perpetuity; and
- A portion of the funds being available in FY22 and a portion in FY24, subject to development timing and payments by Welltower, Inc. per its special permit approval for Balfour at Brookline, a senior living facility, being developed pursuant to the special permit issued by the Zoning Board of Appeals on December 18, 2020 and recorded in the Norfolk County Registry of Deeds at Book 38860, Page 52.

This conditional commitment will be in effect for a period of two years, unless further extended by mutual agreement between both parties.

The promissory note will be for a term of not less than 30 years and will be accompanied a subordinate lien on the subject property. No current payment will be due nor repayment required unless the property ceases to comply with the applicable affordable housing covenants or the borrower otherwise defaults.”

We thank you for your consideration and have included a brief project summary outlining the current status of the project. We will continue to work with the BHA as it finalizes permitting and funding over the next year. The BHA’s Executive Director, Michael Alperin, will be attending the Select Board meeting to answer any questions you may have regarding the project.

32-40A Marion Street New Construction
Affordable Housing for 115 Elderly & Disabled Households
Sponsor/developer: Brookline Housing Authority

Project Summary

The Brookline Housing Authority ('BHA') intends to develop a state of the art 6-story mid-rise elevated building for 115 low-income elderly and disabled households at the site of the existing Col. Floyd Apartments. Constructed in the early 1960s, Col. Floyd Apartments is a federal public housing development comprised of 60 undersized, obsolete one-bedroom apartments in six 2-story walk-up buildings.

Comprised of 1.2 acres, the site is conveniently located in the Coolidge Corner neighborhood of Brookline where amenities include public transit, a branch of the public library, groceries stores, restaurants, a theatre and retail shops. It is also convenient to the Longwood Medical area.

All units in the new development will benefit from project-based Section 8 – up to 60 provided by HUD through the Section 18 program and the balance provided by BHA. As a result, all units will be 100% affordable for households earning no more than 50% of Area Median Income ('AMI') and paying 30% of adjusted income for rent. Twenty percent of units will be specifically reserved for Very Low Income ('VLI') households earning no more than 30% of AMI. However, in actuality, the majority of households will be VLI - all existing residents of Col. Floyd Apartments are guaranteed the right to return and the average income of existing households is under \$16,000/year and BHA's Administrative Plan requires that 30% of our annual intake or new admissions be households at or below 30% AMI.

BHA will provide comparable temporary replacement housing for existing households during the construction period, as well as payment of actual and reasonable relocation expenses and assistance with packing, moving and the switching of accounts. Existing residents will experience no change in rent share during relocation and upon return. All are guaranteed the right to return upon completion of the new building. They may also remain at the replacement housing, with consent of the owner, if they prefer not to move again.

Residents of the new building will have access to on-site services provided in partnership with Springwell. The extensive common spaces on the ground and first levels will include a fitness room, library, nurses offices, and multi-generational room.

Design

The project will be comprised of a single, L-shaped, six-story, elevator-equipped building. The new building will feature 115 one-bedroom apartments for elderly and disabled households with extensive community space for services and leisure on the ground and first level. Each unit will be designed to accommodate aging in place. The building will be well integrated into the neighborhood and provide a strong connection to the outdoors for residents. Convenient drop off and pick up will be provided for in front of the building and twenty-three parking spaces will be provided along the side of building. The building will be all electric with passive house design

13.A.

to ensure energy efficiency and resident comfort. Sketches and elevations of the proposed building are included as Exhibit A.

Project Team

Brookline Housing Authority will serve as the sponsor, developer and property manager of the new development. BHA is a high-performing public housing agency that owns and operates 192 units of federally funded public housing, 394 units of state funded public housing and 231 units of LIHTC housing, configured in ten developments situated throughout Brookline. It also operates a 1,300+ unit Section 8 voucher program and provides extensive social service programming. In 2016, the BHA completed the first major new construction of affordable housing in Brookline in more than 30 years, on-time, and on-budget. In the past two years, the BHA has successfully completed the conversion of two of its federal public housing developments to the Section 8 platform and secured bond financing and tax credits to support substantial renovations at both.

BHA has assembled a skilled and experienced development team for this project which includes:
Architect: Davis Square Architects - Cliff Boehmer and Laura Cella-Mowatt
Attorney: Nolan, Sheehan, Patten - Hannah Kilson, as lead attorney
Development Consultant: Nina Schwarzschild

Section 18

BHA has requested approval from HUD to demolish the existing Col. Floyd Apartments and dispose of the property to a new LIHTC entity controlled by BHA under its Section 18 Demo/Dispo program. With HUD's approval, the BHA will be allowed to remove the property from the public housing rolls by providing project-based Section 8 assistance for the existing residents of Col. Floyd at the new development. The BHA will contribute project-based Section 8 assistance to the balance of units as permitted under the federal HOTMA regulations.

As a result, all 115 units will benefit from Section 8 PBV assistance in the form of 20-year Housing Assistance Payment contracts with BHA. Unlike the federal RAD program which provides Section 8 assistance at only the property's current HUD subsidy levels, the Section 8 provided under the Section 18 program will be funded at the BHA's payment standard of 110% of Fair Market Rent – twice the amount of RAD monthly rent per unit. All units will be LIHTC units restricted to 60% of AMI. Twenty per cent will be further restricted to households at 30% AMI. So long as the Section 8 contract are renewed, eligible households will be limited to 50% AMI and will pay more than 30% of their adjusted income.

A summary of income and operating expenses is included as Exhibit B.

Financing

Preliminary financial projections include the sources and uses listed below.

13.A.

<u>SOURCES</u>	Total	Per unit
Federal LIHTC Equity	\$ 29,729,494	\$ 258,517
State LIHTC Loan	\$ 6,075,000	\$ 52,826
1st Mortgage	\$ 22,350,000	\$ 194,348
Town of Brookline	\$ 6,525,000	\$ 56,739
State Bond Bill Earmark	\$ 250,000	\$ 2,174
Passive Housing Funding	\$ 345,000	\$ 3,000
Deferred Developer Fee	\$ 1,990,023	\$ 17,305
Construction Loan: Tax-Exempt	\$ 36,320,000	\$ 315,826
Repayment: Const. Loan TE	\$ (36,320,000)	\$ (315,826)
<u>TOTAL SOURCES</u>	\$ 67,264,517	\$ 584,909
<u>USES</u>		
Acquisition Costs	\$ -	\$ -
Construction Costs	\$47,805,965	\$ 415,704
General Development Costs	\$12,174,619	\$ 105,866
Reserves	\$1,293,933	\$ 11,252
Developer Fee/Overhead	\$5,990,000	\$ 52,087
<u>TOTAL USES</u>	\$ 67,264,516	\$ 584,909

4% LIHTC Equity: Based on an annual allocation of \$3,033,925 and pricing of \$.98. The investor/syndicator will be procured through a competitive RFP process.

State Housing Tax Credits: Based on an annual allocation of State Housing Tax Credits of \$1.5 million – the maximum permissible request – and pricing of \$.81. The investor/syndicator will be procured through a competitive RFP process.

Tax-Exempt Construction Loan: Tax-exempt bonds to be issued by MassDevelopment as the conduit lender. The Board provided preliminary approval to the BHA's proposal for revenue bond financing on June 10, 2021. The lender for this loan will be procured through a competitive RFP process.

Tax-Exempt Permanent Loan: Based on NOI of \$1,593,515, debt coverage ratio of 120%, 4.85% interest rate, 20-year term, 30-year amortization. The tax-exempt bonds will be issued by Mass Development as the conduit lender. Lender to be procured through a competitive RFP process.

Brookline Affordable Housing Trust: BHA projections assume that approximately half of the funds will be available in FY22 and the balance in FY24, subject to the development timing and payments by Welltower, Inc. per its special permit approval for Balfour at Brookline, issued by the Zoning Board of Appeals on December 18, 2020. With Town approval, the BHA may wish to utilize some or all of the first payment for demolition and site work prior to construction loan closing to accelerate the development timeline. Our projections assume that the second payment will be available in Month 24 at permanent loan conversion.

State Earmark: Based on an earmark included in the FY22 State budget by Rep. Vitolo for the redevelopment of Col. Floyd.

13.A.

Passive House Funding: Available at completion, based on projected award of \$3,000/unit from MassCEC under its Passive House Design Challenge.

Deferred Developer Fee: BHA will defer approximately \$2 million in developer fee, following guidelines in the 2021 QAP.

Total development costs are estimated at \$67,264,516 or approximately \$585,000/unit. Construction costs, including general conditions and builder's contingency, overhead and profit have been estimated at approximately \$44 million or \$385,000/unit and \$367 SF. Construction costs reflect Passive House design, the higher of state prevailing wage or Davis Bacon costs and a premium for the Chapter 149A public bidding process which is required of public entities under state law. It is estimated that the public bidding process adds a 20% premium to the construction cost of public projects. BHA is seeking a Home Rule petition which would exempt the project from the requirements of Chapter 149. The exemption would not exempt the project from prevailing wage or Davis Bacon requirements, but it will result in lower construction costs by allowing for a larger pool of qualified general contractors and by allowing the chosen general contractor to negotiate directly with subcontractors to achieve best pricing and secure the best possible subs.

A detailed listing of development costs is included as Exhibit C.

Development Timeline

BHA has completed environmental due diligence and filed a comprehensive permit application with the Zoning Board of Appeals in February 2021. 40B hearings are underway currently. BHA filed a Section 18 application with HUD in May 2021 and approval is pending. MassDevelopment has approved the BHA's application for tax-exempt bond financing. BHA will submit an application for federal and state credits in the pre-application round expected in October and the full round expected in February.

We plan to close and begin construction in the second half of 2022. All residents that have not already relocated will be relocated during the summer of 2022. The construction is projected to span eighteen months and permanent loan conversion is projected for month 24.